



Guidance Notes for the completion of the Bursary Application Form

These notes are provided for the guidance of parents completing a bursary application. Please read them before completing the form. The notes below refer to the corresponding sections in the Bursary Application Form. If you have difficulty answering any of the questions, please contact the Fees and Bursaries Team as follows:

Mrs Rachel Harris, Fees and Bursaries Accountant on 01753 370580 or at r.harris@etoncollege.org.uk

Mrs Carolyn Cox, Bursaries Administrator on 01753 370581 or at c.cox@etoncollege.org.uk

We reserve the right to seek any other documentary evidence in support of the financial information submitted and to make enquiries which we deem necessary.

All monetary amounts should be shown in British £. References to Her Majesty's Revenue & Customs (HMRC) include other Taxation Authorities.

Section 2: The Parents

The parents are a boy's natural parents or other persons with parental responsibility for the boy (for example adoptive parents, a relative or step-parent who has been given parental responsibility either by agreement or by court order).

We understand that family circumstances involve different permutations particularly where parents or persons with parental responsibility are separated or divorced. Separated or divorced parents are expected to complete a separate form each and return it to us. The contents of that form are confidential between that parent and the school.

To accurately assess a bursary application, we need to know if there are other people, who may not be a boy's parent or have parental responsibility for him, who contribute financially to the household or to the boy. If that is the case, please disclose the nature and level of financial support either in a covering letter or, if easier, by completing the form in respect of that person.

Section 4: Property, Savings and Other Assets

- a) Please show the current market value of your home and provide a recent valuation report. Where a current valuation is not available parents should make a reasonable estimate. We will compare valuations submitted with information held on property databases (eg zoopla or rightmove).
- b) The market value of other possessions should be based on insurance values and a copy of the buildings and contents policy should be submitted.
- c) The total market value of all other properties owned should be declared here. Full details in respect of each property must be provided at Appendix 1.

- e) Please provide details of all other monetary investments (eg bank accounts, savings plans, shares and securities and endowment policies not linked to mortgage accounts). Valuation statements dated as close as possible to the date of submission should be supplied.
- f) If you run your own business or are partners in a business, then you should show the net worth of the business. Shares in a company not listed on a stock exchange should be valued at the relevant proportion of the net value of the company.
- g) Please declare the value of any redundancy or termination payment that you have received in the last year or will receive in the coming 12 months.

Section 5: Mortgages, Borrowings and Loans

- a) Details of all mortgages outstanding in respect of your home should be declared. You should provide a recent mortgage statement showing details of monthly payments.
- b) The total value of all mortgages held in respect of all other properties should be declared here. You should provide a recent mortgage statement showing details of monthly payments for each property. Full details in respect of each property must be provided at Appendix 1.
- c) You should declare the outstanding balance owing in respect of all other loans or borrowings. Please specify the purpose of each loan. The annual repayments in respect of these borrowings should be shown at section 8i.

Section 7: Income

- a) Please declare your current annual salary. This should include any earnings from profit related pay, part-time employment, commission, statutory sick pay, or statutory maternity pay. Annual bonuses whether guaranteed or not should be shown separately. Show the amounts gross (ie before deduction of tax, NI, pension) for the current or latest financial year.
- b) Income from self-employment or owned businesses: please include the gross income declared to HMRC or the relevant tax authority for the year in question. Copies of accounts for the last two financial years or an accountant's certificate should be included. Where the profits assessed relate to a basis period in excess of or less than 12 months please state the length of that period.
- d) All other Investment income (eg bank or building society interest or National Savings Bank deposits, dividends or annuities) should be declared as gross values. If tax was deducted at source, parents should add in the amount of tax paid or tax credit notified.
- e) Please enter income from the letting or subletting of any property as declared to HMRC. Documentary evidence should be provided, preferably a copy of the latest detailed personal tax assessment. Where income relates to investment properties, including buy-to-let properties, full details will also be required at Section 4c and Appendix 1.
- f) All social security benefits received should be declared and the type of benefit disclosed.

- g) Separated or divorced parents must disclose copies of any child arrangement orders relating to the boy and any court order, separation agreement or a voluntary arrangement for the payment of school fees if it exists. Arrangements made with the Child Support Agency must also be declared. A copy of any relevant legal agreement or correspondence from the CSA should be provided.
- h) Taxable benefits in kind agreed with HMRC should also be declared (eg free or subsidised housing, cars, petrol, healthcare arrangements).

Section 8: Employment and Housing Costs

- a) Please enter tax payable on all sources of income.
- c) Enter pension contributions including AVCs (if applicable) made to all pension schemes irrespective of whether these are company or personal schemes.
- d) Enter the annual repayments you make in respect of the mortgage on your home.
- e) Only complete this if your mortgage repayment is dependent on an endowment policy maturing. If you make payments towards an endowment policy that is no longer linked to your mortgage account, please include this cost as part of your household costs.
- f) If relevant please indicate if any rent is paid directly to a landlord by your local Housing Authority.
- i) Include bank overdraft and other regular loan repayments or charges incurred during the year in respect of all related borrowings disclosed at section 5c.

Section 14: Dependent Children

Use the first column for details about the candidate. In the other columns please enter details about any of your other children who are at school, university or another educational institution.

- g) Please enter fees for the current academic year.
- h) Please enter estimated extras for the current academic year
- i) Where a proportion of the school fees will be covered by another source, please disclose details as follows:
- Members of HM Forces and Diplomatic Service should include the amount of any Education Allowances which they receive. Parents in other occupations should include any similar sum.
 - Insurance Policies for School Fees: if any insurance policy for the payment of school fees exists, then please declare the amount receivable for the academic year for which the application is being made. If the insurance policy covers the full cost of the school fees, then applicants are not eligible for financial assistance. The types of policy concerned are those which stipulate that the insurance company will pay the school fees, in whole or in part, directly to the school in respect of the pupil.

- Where a Trust has been established in favour of the boy for whom you are applying, details of the annual amount available and the date of commencement of payment from the Trust should be given.
- j) If the boy has any unearned income, eg interest from National Savings, bank or building society deposits, or receives share dividends, you should enter the source of income and the gross amount received before deduction of any tax. The capital value of any trust set up for a boy or any other assets held on behalf of a boy should be disclosed at Section 4i.

Section 15: Other Dependants

If you qualify for a Carer's Allowance, or have an aged parent or other relative living with you or dependent upon you, please provide full details including age, address and the nature of the dependency.

Section 17: Supporting Documentation

Please make sure you indicate which supporting documents you are submitting with the Application Form. If needs be, please provide any additional information which you consider relevant to the application on a separate sheet of paper or in a covering letter.

Section 19: Declaration

All persons with parental responsibility (see Section 2 above) for the boy must sign the declaration at the end of the form. No bursary application will be considered if the declaration has not been signed. In the case of separated or divorced parents who submit individual forms each parent must sign their own submission.

Confidentiality

The school respects the confidentiality of bursary awards made to families and recipients are expected to do likewise.