

Bursary Policy		Associated Policies
Last reviewed	January 2025	Admissions Policy
Next review	January 2028	Privacy Notice
Gov. sub-committee	Finance and General Purposes	
Owner	Bursar	

## General

The Governors of Richmond House School are committed to broadening access to the School by offering to eligible parents/guardians means-tested financial support with the payment of school fees. Such support is known as a bursary. Bursaries may be awarded in the form of a discount (typically of around 25% but may be up to 100%) on tuition fees payable, in cases of proven need, depending on the individual circumstances of the prospective pupil and each of their parents.

A bursary fund is set aside each year by the Governors but the School receives many more applications than it is able to fund. The number and level of bursaries awarded is completely at the discretion of the Governors.

Bursary awards are subject to an annual review of the pupil's and parents' financial circumstances, with a new application required every year that their child attends the school. Bursary awards may be removed or varied upwards or downwards, depending on the pupil's and parents' financial circumstances.

As a guide, no award will be made where the combined gross income of the parents/guardians for the applicant exceeds £85,000. Awards are made on the basis of the confidential Richmond House School Scale of Awards, which sets out award levels in relation to a family's financial circumstances, as amended from time to time. The Scale of Awards is reviewed and revised annually by the School. Though awards are generally linked to this scale, they may be varied upwards or downwards depending on individual parents/guardians' circumstances (e.g. their savings, investments and realisable assets, as well as their income, the size of their family, any other persons dependent upon them and other factors).

Awards may also be varied upwards or downwards for compassionate or other pertinent reasons, including but not limited to a pupil's progress, attitude, attendance or behaviour; where the parents have failed to support the School or otherwise have not acted in accordance with their obligations under the School's Terms and Conditions, for example by the late payment of any contribution they are making to the fees; or otherwise in accordance with the terms of the award or the School's Terms and Conditions.

A bursary may be withdrawn in its entirety in accordance with the terms upon which such an award is made or otherwise in accordance with the School's Terms and Conditions. A bursary may also be withdrawn in its entirety if, in the opinion of the Headteacher, the child's attendance, progress and/or behaviour (and/or the parents' behaviour or conduct (or the behaviour or conduct of one of the parents)) no longer merit the continuation of the award.

The School reserves the right to amend the way in which awards are assessed.

Requests for financial support fall into one of three categories:

- Means tested bursaries: Pupils moving from nursery into reception or new applicants to the School where a place has been offered but parents/guardians require some level of assistance to be able to fund the tuition fees. Bursaries are awarded from the term after the child turns 5 and are typically awarded up to 50% of the fees payable. Priority will be given to children who have attended the Richmond House School nursery.
- Transformational bursaries: New applicants to the School, where a place has been offered as the child shows exceptional academic potential and parents would not otherwise be able to afford the full fees. Bursaries are available for children from year 3 to year 6 **up to** a value of 100% of fees. The School may work alongside other charitable organisations in order to maximise the funding available.
- Hardship bursaries: Existing pupils where a change in parents/guardians' circumstances has resulted in difficulty in meeting tuition fees and may result in the child being withdrawn part way through a stage of education.

### Awareness of Bursaries.

Information provided by the School alerting parents of prospective pupils to the possibility of gaining means-tested financial support with the payment of school fees and other educational expenses is included on the School website, and on occasion through advertising and social media.

## The Application Process

Bursaries are awarded at the discretion of the Governors. The Headteacher and Bursar are responsible for the management and coordination of the process. The application process is detailed below:

### **Process for Means-Tested Bursaries and Transformational Bursaries**

1. Application for a school place, as detailed on the school website. Parents/guardians will then be notified whether a place will be offered to the pupil (for pupils not already within the School).
2. Parents/guardians seeking a bursary are required to complete a Bursary Application Form which seeks to establish the financial circumstances of the household. The form requests details of income and capital and must be accompanied by full documentary evidence. The completed form, together with the necessary documentary evidence, are to be submitted to the Bursar **by end of February** in any year for bursaries to start the following September. A copy of the application form is included in Appendix 1.
- Both parents seeking a bursary will be required to sign a declaration stating that the information they have provided is both accurate and complete as well as requiring, in the event their application for a bursary is successful, them to update the school in the event those circumstances change during the academic year in question. If any information provided in the application, or as part of the broader assessment process, is subsequently discovered to be false or misleading or incomplete, the school may withdraw any award which has been made with immediate effect and, depending on the circumstances may require reimbursement. The School may also terminate its parent contract (Terms and Conditions) and require the removal of the child in such circumstances.
3. The Bursar or their nominee assesses all applications in order to establish the likely level of support which will be required in order to allow the child to attend the School. This may involve the Bursar, or a representative from a third party company, visiting the parents/guardians' home to ensure the information has been correctly interpreted and the basis of the financial assessment has been fair. Parents may also be asked to meet the Bursar or their nominee at the School and/or provide such additional supporting information as may be requested.
4. The Bursar or their nominee prepares a recommendation in accordance with the School's confidential scale of awards which is considered with the Headteacher and a joint recommendation is then reached.
5. The joint recommendation is presented to the Chair of Governors for approval, or in their absence, another Sub-Committee Chairperson.
6. Parents/guardians are advised of the Bursary offer in writing along with the terms and conditions of the offer. Bursary offers will usually be made by the end of the spring term.
7. Parents/guardians are required to sign an acceptance form which includes agreement to the terms and conditions relating to the bursary.

### **Existing Pupils - Change in Family Circumstances**

Within overall budget funding, the School will in normal circumstances set aside each year a Hardship Fund, for cases of sudden, unforeseen need or in exceptional cases where applications meriting bursary assistance are received out of the normal calendar cycle for bursary submission, scrutiny and award. This sum will be set within budgetary constraints. Parents/guardians with a child at the School whose financial circumstances suddenly change may apply

for a bursary to the Bursar, explaining their situation and using the Bursary Application Form (included in Appendix 1). Such awards are subject to the availability of funding and cannot be guaranteed.

Richmond House School may use an external organisation to assist with processing bursary applications, including making home visits. Information provided by applicants may be made available, in confidence, to that organisation for those purposes.

All personal data processed in connection with the School's arrangements for bursaries shall be processed in accordance with the School's privacy notice which is available on the School's website and is otherwise available from the School upon request.

## The Case for Assistance.

The Headteacher and Bursar will consider a number of factors when making the judgement as to the justification for support, and the extent of such support. In the main, the child's suitability for the School is the first consideration in granting support.

- **Suitability.** In assessing a child's suitability, attention will be given to the academic assessment result of each applicant, but potential will also be considered as well as actual achievement. Bursary funds are limited and those judged most suitable will be given priority as those likely to gain most from the educational provision. Each pupil to whom support is offered must, in the opinion of the Headteacher, be likely to make sound academic progress following admission and possess the potential to develop the quality of his or her work, and benefit from participation in the wider, extra-curricular activities on offer at the School. In normal circumstances, each applicant should meet the School's normal academic requirements. Previous school reports, where relevant, will be consulted for evidence of the pupil's attainment, progress and behaviour.
- **Financial Limitations.** The amount of the bursary award is not influenced by the level of the academic ability of the child but by the extent of need. Each case is assessed on its own merits and awards are made accordingly, subject to the School's ability to fund these within the context of what is viable within the context of its overall budget. It is recognised that judgements about what sacrifices a family should make to pay school fees will be personal. However, the School has a duty to ensure that all bursary grants are well focussed and so, as well as current earnings, other factors which will be considered in determining the necessary level of grant will include (but are not limited to):
  - The ability to improve the financial position or earning power of each parent. For example, where there are two partners, both would be expected to be employed unless one is prevented from doing so through incapacity, the need to care for children under school age or other dependents, or the requirements of their partner's work.
  - Opportunities to release any capital. Significant capital savings and investments would be expected to be used for the payment of school fees, as would any significant equity values in houses.
  - In cases of separation, the contribution that is being made or could be made by both parents, regardless of who the child lives with, and based on the principle that liability for the fees is joint and several. This means that the School may consider the financial circumstances of each parent separately and together, treating each parent's household separately.
  - Contribution to household costs by other, wider, family members, any adults unrelated to the child or by outside sources.
  - Where fees are being paid to other schools (or universities) the School's assessment will take into account all these outgoings.
  - Acknowledging that others might have a different view, the School considers that the following would not be consistent with the receipt of a bursary:
    - Frequent or expensive holidays.
    - New or luxury cars.
    - Investment in significant home improvements.
    - A second property/land holdings.
    - Failure to honour school fee payments to other schools.

- **Other Factors.** It is recognised that, in addition to academic ability and financial constraints, there may be other circumstances which should be considered. These include:
  - Where a child has siblings at the School (though a bursary award to one child does not guarantee an award to a sibling).
  - Where the social needs of the child are relevant (e.g. may be suffering from bullying at their present school).
  - Where a parent/guardian is critically or terminally ill or is unable to secure permanent employment due to poor health.
  - Where a separation has resulted in the child having to be withdrawn from the School adding to the stress of coping with the parents/guardians separating, although the School will nonetheless consider the financial circumstance of both parents in such cases.

## Annual Review

All bursary awards are subject to repeat consideration of the child's and parents' financial circumstances each year and may be varied upwards or downwards depending on the outcome of any review. Current bursary holders will be issued with repeat means-testing forms early in the spring term of each year, which must be completed fully and returned by the deadline date given to be considered.

For those previously in receipt of bursaries, the Headteacher and Bursar, in making their joint recommendation to the Chair of Governors, have the discretion to recommend the reduction or withdrawal of an award not only where a pupil's progress, attitude or behaviour has been unsatisfactory but also where the parents/guardians have failed to support the School, for example by the late payment of any contribution they are making to the fees or by otherwise not acting in accordance with the School's Terms and Conditions.

## Confidentiality

The School respects the confidentiality of bursary awards made to families and recipients are required to do likewise. Failure to keep any bursary award confidential could lead to withdrawal of the bursary.

## Other Sources of Bursary Assistance

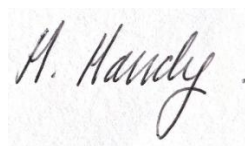
In addition to the School's Bursary Fund, there are a number of educational and charitable trusts which provide assistance with tuition fees. In the majority of cases, these are to assist children who are already attending a fee-paying school and due to a change of circumstances may be unable to remain. Richmond House School encourages parents/guardians to apply for support where it is felt a good case can be made for assistance. Further information on how to pursue such assistance may be obtained from the Bursar.

Examples of such organisations can be found via the Educational Trusts Forum: <https://educational-grants.org/>

**A review of this policy, through the Governing body and the SLT, will be undertaken within 3 years of the last review date.**



Signed (Headteacher):



Signed (Chair of Governors):

# Appendix 1: Application form for Bursary / Hardship Support



## RICHMOND HOUSE SCHOOL

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### Confidential Statement of Financial Circumstances in support of an application for a Bursary Award

Please read the Notes for Guidance at the end of this document before completing this questionnaire

[This questionnaire is in the form recommended by the Independent Schools' Bursars Association]

1. CHILD		
a	Full Names	
b	Date of Birth	
c	Term/Year of Entry	

2. PARENT CONTACT DETAILS (see note)			
		Parent 1	Parent 2
a	Names		
b	Title		
c	Address		
d	Post Code		
e	Day time Tel		
f	Evening Tel		
g	Mobile Telephone		
i	E Mail Address		



## RICHMOND HOUSE SCHOOL

3. PARENTS' OCCUPATIONS			
		Parent 1	Parent 2
a	Employed ( complete employer's address and phone number)		
	Are you a Director or Shareholder or Proprietor of this Company or Business?	Yes / No	Yes / No
	If "YES" state proportion of Company or Business you and/or your spouse/partner own		
b	Self employed (complete type of business)		
	If a partner, state your share of partnership income and capital, if any		
c	Unemployed		
d	Retired		



## RICHMOND HOUSE SCHOOL

<b>4. INCOME</b> (See Note)			
<i>(Please enter below your current earnings and expected income from all sources for this tax year)</i>			
		<b>Parent 1</b>	<b>Parent 2</b>
a	Gross Salary and other emoluments (including all taxable benefits & expenses) for year to 5 April		
b	Taxable profits of trade or profession for last two accounting periods	a.	a.
		b.	b.
c	Gross pension, widow's pension, State pension etc		
d	Gross investment income from:		
	<ul style="list-style-type: none"> <li>• Building Societies /Banks</li> <li>• Dividends and interest (other securities)</li> </ul>		
e	Gross rental profit		
f	Social Security benefits (including Child Benefit and Child Tax Credits)		
g	Separation or Maintenance Allowance		
h	Is there a Court Order/Separation Agreement? If yes, please state annual amount payable for school fees.	Yes/No	Yes/No
i	Benefits in Kind provided free by reason of employment not already included in (a) above		
j	Any other income or gains not included in (a) to (i) above eg: trust or estate income, gains on sale of capital assets, surrenders of life assurance policies etc		
k	Please send a copy of your self assessment tax calculation for the previous year.		



## RICHMOND HOUSE SCHOOL

<b>5. OUTGOINGS (See note)</b>			
		<b>Parent 1</b>	<b>Parent 2</b>
a	Tax payable on Incomes declared above ( <i>including tax deducted at source</i> )		
b	National Insurance Contributions		
c	Pension or superannuation contributions (net)		
d	Mortgage repayments ( <i>include capital repayment as well as interest</i> )		
e	Endowment mortgage insurance		
f	Any other interest payable e.g. overdrafts, credit cards, loans, etc ( <i>please specify</i> )		
g	Annual landlord rent payable on principal residence		





## RICHMOND HOUSE SCHOOL

6. CAPITAL ASSETS (see Note)			
		Parent 1	Parent 2
a	Approximate market value of all investments		
	<ul style="list-style-type: none"> <li>• Building Society/Bank deposits/National Savings accounts</li> </ul>		
	<ul style="list-style-type: none"> <li>• Equity investments, (shares, unit trusts), Corporate bonds and other securities, and Government stocks</li> </ul>		
	<ul style="list-style-type: none"> <li>• ISAs</li> </ul>		
	<ul style="list-style-type: none"> <li>• Life assurance bonds and policies including endowments</li> </ul>		
b	Approximate market value of principal residence <i>(freehold or leasehold)</i>		
c	Approximate market value of other possessions including house contents, car, collections, paintings, jewellery etc		
d	Cash at banks or elsewhere <i>(current accounts only)</i>		
e	Approximate market value of any other assets <i>(please specify and include the market value of any Insurance Policies maturing in this tax year or the last five years)</i>		
f	Net worth/value of any businesses which you own or share		
g	Approximate market value of your interest in any other property, land or buildings either at home or abroad		
h	Redundancy or other termination payments.		
i	Monies that are owed to you.		
j	Other assets not listed e.g. share options, trust interests/assets held on your behalf by a third party, assets likely to be received in the foreseeable future etc		



## RICHMOND HOUSE SCHOOL

### 7. CAPITAL LIABILITIES (see Note)

*(Please give details of any capital charges against the assets declared in Section 6)*

		Parent 1	Parent 2
a	Mortgage Details		
	<ul style="list-style-type: none"><li>amount outstanding on principal residence</li><li>a final payment date</li></ul>		
b	Outstanding school fee payments or charges		
c	Other liabilities <i>(please specify)</i>		

### 8. NET ASSETS

	TOTAL ASSETS (6)		
	LIABILITIES (7)		
	NET ASSETS (6-7)		
	<i>Please explain any reasons why net assets cannot be converted or utilised to pay school fees.</i>		



## RICHMOND HOUSE SCHOOL

### 9. DEPENDENT CHILDREN (See Note)

*(Include the child to whom this application refers: if more than 4 children, give details on a separate sheet)*

		1	2	3	4
A	Forenames				
B	Date of Birth				
C	School or College				
D	Boarding or Day School				
		£	£	£	£
e	Annual school or other educational fees <i>(excluding extras and sundry disbursements)</i>				
f	Compulsory additional school charges				
g	Amount of fees shown in (e) covered by:				
	<ul style="list-style-type: none"> <li>• Scholarships, Bursaries or other allowances given by school</li> </ul>				
	<ul style="list-style-type: none"> <li>• Annual sum arising from capital repayment scheme</li> </ul>				
	<ul style="list-style-type: none"> <li>• Services/Diplomatic/ Company Education Allowances (gross) <i>(state whether sum has been included in gross salary at 3 (a))</i></li> </ul>				
	<ul style="list-style-type: none"> <li>• Annual sum arising from Educational Insurance Policies</li> </ul>				
	<ul style="list-style-type: none"> <li>• Assistance from any other sources eg Grandparents, trusts, charities, etc <i>(please specify)</i></li> </ul>				
h	<ul style="list-style-type: none"> <li>• Annual income of child <i>(if any)</i></li> </ul>				
	<ul style="list-style-type: none"> <li>• Capital Value of Trust</li> </ul>				

*The details requested with regard to the fees payable and grants on behalf of your other children are for information only and will not normally be taken into account in the assessment of the level of bursary awarded.*



## RICHMOND HOUSE SCHOOL

### 10. OTHER DEPENDENTS (See Note) (Please give details)

### 11. VERIFICATION OF INCOME

Please enclose documentary evidence in support of the income figures in Section 3.

Please tick those you are enclosing:

<input type="checkbox"/>	P60 and P11D	<input type="checkbox"/>	Copy of HMRC tax calculation issued under Self Assessment
<input type="checkbox"/>	March Pay Advice	<input type="checkbox"/>	Confirmation of Schedule D self employment income from an independent accountant
<input type="checkbox"/>	Annual Report & Accounts (including Balance Sheet) for the last 2 years	<input type="checkbox"/>	
<input type="checkbox"/>	Court orders and legal separation agreements	<input type="checkbox"/>	Covering the payment of school fees and child maintenance
<input type="checkbox"/>	Benefits received	<input type="checkbox"/>	Social Security Benefit, Housing Benefit, Job Seekers' Allowance, Employment & Support Allowance, Income Support, Disability Living allowance, Incapacity Benefit, Child Benefit
<input type="checkbox"/>	Others (please specify)	<input type="checkbox"/>	e.g. copies of dividend vouchers, bank interest certificates

### 12. VERIFICATION OF ASSETS Please enclose documentary evidence of capital assets and tick those you are enclosing:

<input type="checkbox"/>	Property Valuation	£	Investment Portfolio Valuation	£
<input type="checkbox"/>	Mortgage Statement	£	Contents Insurance	£



## RICHMOND HOUSE SCHOOL

### 13. HOME VISIT

The school may wish to visit you at your home address to discuss your application for support. Please indicate whether you are happy to receive a visit from the school's representative.

Yes / No  
*Delete as appropriate.*

### **ASSISTANCE FROM OTHER SOURCES**

In order to help the greatest number of parents who need financial assistance, all those who apply for a bursary from the school are asked first to enquire if they are eligible for assistance from any other source including family members, family friends, relatives, employers, charities, trusts, and foundations..

Please state whether you have applied to trusts or foundations for a grant, and if so to which and with what result. Please also state what steps you have taken to obtain assistance from any other third party.

### 14. ANY ADDITIONAL INFORMATION



## RICHMOND HOUSE SCHOOL

### 15. DECLARATION

After having read the attached notes, the following declaration should be signed by both parents/applicants (or see below):

We/I have read the notes and have made a complete and accurate declaration of our/my income and assets.

We/I understand that if we/I are/am offered a Bursary for our/my child and accept a place for him/her at the school, the following terms and conditions will apply as between ourselves/myself and the School:-

- a) our/my child's fees account with the School will be credited termly with the amount of the bursary for so long as the award remains in effect;
- b) any award of a Bursary is subject to annual review and we/I must complete an annual declaration of our/my financial circumstances on the form sent to us/me by the School and supply all relevant supporting evidence by the return date indicated;
- c) we/I will report immediately any material change in the financial position declared;
- d) the Bursary may be withdrawn or reduced if:
  - i) we/I act or our/my child acts in breach of the School's Terms and Conditions attached to the Acceptance Form for our/my child at the school;
  - ii) we/I have failed to return the annual declaration of our/my financial circumstances by the return date indicated;
  - iii) we/I have failed to produce any additional information required by the School to evidence our/my financial circumstances;
  - iv) in the opinion of the Head, our/my child's attendance, progress or behaviour no longer merits the continuation of the award;
  - v) we/I are more than 28 days in arrears in respect of any amount due and owing to the School;
  - vi) there is a material change in our/my financial circumstances;
  - vii) the School's resources are insufficient to maintain the level of award.
- e) the Bursary will be withdrawn and the value of any amount of the Bursary previously credited against our/my child's fee account will become repayable to the School forthwith if we/I have fraudulently, knowingly or recklessly provided false information in relation to the award of the Bursary.
- f) as otherwise stated in the school's Terms and Conditions as amended from time to time.

Signatures: (See Guidance Note 2)

Parent/Guardian\*

.....

Date .....

Parent/Guardian\*

.....

Date .....

**NB Each person with parental responsibility for the child is required to sign this form and the school is entitled to treat any information from any person who has signed this form as having been on behalf of both or all such**



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persons.



## RICHMOND HOUSE SCHOOL

### NOTES FOR GUIDANCE FOR COMPLETION OF BURSARY APPLICATION FORM

Before completing the form, please read these notes carefully, and contact the Bursar if further information or advice is required. These notes refer to the corresponding paragraph on the Form.

**The School reserves the right to seek any other documentary evidence in support of the income and asset figures submitted, and to make enquiries which it deems necessary.**

All financial values should be shown in Sterling. References to Her Majesty's Revenue & Customs (HMRC) include the relevant national Taxation Authority.

#### **SECTION 2: PARENTS**

The form should be completed by all holders of parental responsibility for the child.

As responsibility for payment of the fees is in most cases 'joint and several', where both parents do not live together in the same household, each parent should complete the form with full details of their own financial circumstances and the circumstances of their own household. Please err on the side of caution and provide as much information as possible.

Please contact the Bursar if you are unsure who should complete this form or have questions about whose financial circumstances should be included.

#### **SECTION 4: INCOME**

- a) The gross annual amount of salaries and wages, including any earnings from profit related pay, part-time employment and any sum received as bonus, commission etc, statutory sick pay, statutory maternity pay giving GROSS amounts (before deduction of tax, NI, superannuation, etc) for the current or latest financial year. Taxable benefits in kind agreed with HMRC should also be shown (free or subsidised housing, meals, petrol, cars, etc) – at the amount agreed for taxable purposes.
- b) Profits from a business or profession – at the amount of GROSS income agreed by HMRC or relevant tax authority for the year in question (deductions should be made only in respect of capital allowances). Copies of the latest set of accounts should be included.
- d) All other Investment income (eg interest or National Savings Bank deposits; dividends, annuities etc) should be entered GROSS of tax. If tax was deducted at source, parents should add in the amount of tax paid or tax credit notified. Building Society interest must be disclosed GROSS.
- e) Enter income from letting or subletting property at the amount of the profit declared to HMRC; net of related expenditure
- f) All social security benefits received should be declared and type of benefit specified.
- g) Court Orders, Legal Separation Agreements and Voluntary Arrangements for School Fees – Where a parent is required by a Court Order, or a legal binding separation agreement (eg Deed of Separation) to pay part of the School fees, then only that part of the fee which is not covered by the Court Order/agreement will be used to calculate any bursary to be awarded. This is irrespective of whether or not the order or agreement is being complied with. Where the whole amount of the fees is required to be paid by virtue of a Court Order or separation agreement, applicants are not eligible for a bursary. You should indicate how many years are payable and any annual variations. All receipts relating to maintenance payments, separation allowances and sums in respect of Child Support maintenance must be declared.





## RICHMOND HOUSE SCHOOL

- i) Include free benefits in kind agreed by HMRC as not subject to tax, eg representative occupation of house, free meals.

### SECTION 5: OUTGOINGS

- a) Enter tax earned and tax on unearned income SEPARATELY.
- c) Enter annual superannuation contribution of (if applicable) payments to other Pension Schemes.
- d) Enter capital as well as interest payment on a mortgage for the principal residence.
- e) Only complete this if repayment is effected by means of a full Endowment Policy.
- f) Include bank overdraft and other loan charges incurred during the year (specifying the purpose of the loan).

### SECTION 6: PARENTS'/APPLICANTS' CAPITAL ASSETS

In addition to taking account of all relevant sources of income, the School takes account of the following assets:

- a) The capital sum of any monies on deposit with any bank, deposit taker or building society. Investments in stocks and shares, valued as near as possible to the date of submitting the application form.
- b) The current market value of your principal residence. The current market value should be estimated by parents where a current valuation is unavailable.
- 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) In the case of second homes and/or other properties, these should also be included at their estimated current market value; no allowance will be made for any outstanding mortgage.

### SECTION 7: PARENTS'/APPLICANTS' CAPITAL LIABILITIES

Details of other liabilities should be provided along with the lender.

### SECTION 9: DEPENDENT CHILDREN

Use column number 1 for the child for whom you are now applying at his/her current school rate. Enter in other columns any other of your children who are unmarried and at a school, university or other educational institution.

- f) The figures to be inserted here refer to the current academic year.
- g) (iii) 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
- (iv) Insurance Policies for School Fees – If any insurance policy for the payment of School fees exists, then the amount declared is the amount receivable under the policy for the academic year for which the



## RICHMOND HOUSE SCHOOL

application is being made. If the insurance policy covers the full cost of the tuition fees, then the pupil is not eligible for a bursary. The types of policy concerned are those which stipulate that the company shall pay the school fees, in whole or in part, to the school in respect of the pupil.

- (v) Where a Trust has been established in favour of the child for whom you are applying, details of the annual amount available and the date of commencement of payment from the Trust should be given.
- h) Where the child 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. Do not include any income from part time employment or student grants. You should enter the capital value of any beneficiary or other trust set up for each child.

### **SECTION 10: OTHER DEPENDENTS**

If you qualify for a Carer's Allowance, or have an aged grandparent or relative living with you or dependent upon you, please provide details including age, address, condition, etc.

### **SECTION 14: ANY OTHER RELEVANT INFORMATION**

Please enter, on a separate sheet if necessary, any details which may affect the assessment of a bursary, eg a significant change in income or outgoings for the coming year.

### **CONFIDENTIALITY**

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



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**PAGE LEFT BLANK FOR ANY ADDITIONAL INFORMATION**