



**THE ROYAL MASONIC SCHOOL**

**FOR GIRLS**

AT RICKMANSWORTH PARK SINCE 1934

**Confidential Statement of Financial Circumstances in support of an application for financial assistance**

*Please read the Notes for Guidance on pages 5 and 6 before completing this questionnaire*

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**1. PUPIL FOR WHOM ASSISTANCE REQUIRED**

- (a) Full Names .....
- (b) Date of Birth .....
- (c) Current year at school .....

**2. PARENTS / APPLICANTS**

- |   | <i><b>Father/Step-father</b></i> | <i><b>Mother/Step-mother</b></i> |
|---|----------------------------------|----------------------------------|
| (a) Names   | .....                            | .....                            |
| (b) Address(es)   | .....                            | .....                            |
| (c) Occupation(s)   | .....                            | .....                            |
| (d) Retired – Employed – Self Employed – Unemployed (circle which applies)  |                                  |                                  |
| (e) If currently unemployed please state when you expect to be back in work   |                                  |                                  |
| (f) Name & address of Employer or Business  | .....                            | .....                            |
| (g) Are you a director or owner of this or business?<br>If "YES" state the share of the business you and/or your spouse/partner own | YES/NO                           | YES/NO                           |
| (h) Daytime Tel No  | .....                            | .....                            |
| Evening Tel No  | .....                            | .....                            |
| Mobile Tel No   | .....                            | .....                            |
| E-mail address  | .....                            | .....                            |

**3. INCOME** (See Note 1. You may be asked to provide proof of income)

*(Please enter below your expected income from all sources for this tax year, April – March)*

**Father £                  Mother £**

- (a) Annual net salary and other similar earnings .....

|  | <i>Father £</i> | <i>Mother £</i> | <b>FOR SCHOOL<br/>USE ONLY</b> |
|--|-----------------|-----------------|--------------------------------|
| (b) If self-employed, profits of business  | .....           | .....           |                                |
| (c) Pension received   | .....           | .....           |                                |
| (d) Interest received on savings accounts  | .....           | .....           |                                |
| (e) Net income from property   | .....           | .....           |                                |
| (f) Social Security benefits (including Child Allowance)   | .....           | .....           |                                |
| (g) Separation or Maintenance Allowance  | .....           | .....           |                                |
| (h) If there is a Court Order/Separation Agreement, please state annual amount payable for school fees, if any | .....           | .....           |                                |
| (i) Any other income not included in (a) to (h) above  | .....           | .....           |                                |
| <b>4. OUTGOINGS</b> (See Note 2)   |                 |                 |                                |
| (a) Rent payable on your home, if any  | .....           | .....           |                                |
| (b) Mortgage payments ( <i>include capital repayment as well as interest</i> )                                 | .....           | .....           |                                |
| (c) Any other interest payable ( <i>please specify</i> )   | .....           | .....           |                                |
| (d) Pension contributions (unless already deducted from net salary in 3(a))                                    | .....           | .....           |                                |
| <b>5. ASSETS – ITEMS OWNED BY YOU</b> (See Note 3)   |                 |                 |                                |
| (a) Approximate value of:  |                 |                 |                                |
| i) Building Society/Bank deposits  | .....           | .....           |                                |
| ii) Shares and other investments   | .....           | .....           |                                |
| (b) Approximate market value of home, if owned (freehold/leasehold)  | .....           | .....           |                                |
| (c) Cash at banks or elsewhere ( <i>other than those included in (a)(i) above</i> )                            | .....           | .....           |                                |
| (d) Approximate value of any businesses which you own or share   | .....           | .....           |                                |
| (e) Approximate market value of any other properties owned either at home or abroad                            | .....           | .....           |                                |
| (f) Approximate value of any other assets  | .....           | .....           |                                |
| <b>6. LIABILITIES – AMOUNTS OWED BY YOU</b> (See Note 4)   |                 |                 |                                |
| (a) Mortgage - amount outstanding on house   | .....           | .....           |                                |
| - final payment date   | .....           | .....           |                                |
| (b) Other significant debts  |                 |                 |                                |
| - bank overdraft   | .....           | .....           |                                |
| - credit card/ HP debt   | .....           | .....           |                                |
| - other ( <i>please specify</i> )  | .....           | .....           |                                |

|           |                         | <i>Father £</i> | <i>Mother £</i> |
|-----------|-------------------------|-----------------|-----------------|
| SUB-TOTAL | <b>ASSETS (5)</b>       | .....           | .....           |
|           | <b>LIABILITIES (6)</b>  | .....           | .....           |
|           | <b>NET ASSETS (5-6)</b> | <hr/>           |                 |

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**7. DEPENDENT CHILDREN** (see Note 5)

*(include the child to whom this application refers in column 1; if more than 4 children, please give details on a separate sheet)*

|  | 1     | 2     | 3     | 4     |
|--|-------|-------|-------|-------|
| (a) Forename   | ..... | ..... | ..... | ..... |
| (b) Date of birth  | ..... | ..... | ..... | ..... |
| (c) School   | ..... | ..... | ..... | ..... |
| (d) Annual school or other educational fees if any             | ..... | ..... | ..... | ..... |
| (e) Compulsory other school charges, if any                    | ..... | ..... | ..... | ..... |
| (f) Amount of fees in (d) covered by:                          |       |       |       |       |
| i) Scholarships, bursaries or other allowances given by school | ..... | ..... | ..... | ..... |
| ii) Savings scheme or insurance policy                         | ..... | ..... | ..... | ..... |
| iii) other sources eg grandparents, trusts, charities etc      | ..... | ..... | ..... | ..... |

**8. OTHER DEPENDANTS** (see Note 6) *(Please give details)*

**9. ASSISTANCE REQUESTED**  
Please indicate the extent and expected duration of the assistance you need

**10. ANY OTHER RELEVANT INFORMATION** (See Note 7)  
(continue on final page if necessary)

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**11. VERIFICATION OF INFORMATION**

Please enclose copies of as many of the following documents as possible, in support of the information you have provided us. *Please tick those you are enclosing.*

*Tick*

- P60, or March payslip
- Most recent payslip
- Self-employed Tax Return
- Other confirmation of self-employment income
- Last three months' bank statements (all accounts, including savings)
- Mortgage statement

**12. DECLARATION**

After having read the attached notes, the following declaration should be signed by both parents/applicants

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 financial assistance for our/my child, the following terms and conditions will apply:

- a) Such financial assistance is subject to review and we/I undertake to renew this statement of our/my financial circumstances whenever called to do so;
- b) we/I will report immediately any material change in the financial position declared;
- c) the assistance will be withdrawn and the value of any amount of the assistance 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 financial assistance.

Signatures:

Parent/Guardian\* .....

Date .....

Parent/Guardian\* .....

Date .....

## **NOTES FOR GUIDANCE FOR COMPLETION OF FINANCIAL ASSISTANCE APPLICATION FORM**

Before completing the form, please read these notes carefully, and contact the Bursar if further information or advice is required.

**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.**

### **1. INCOME**

- 3a) The net 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 NET amounts (after deduction of tax, NI, superannuation, etc) for the current or latest financial year.
- 3b) Profits from a business or profession – at the amount of net profits agreed by the relevant tax authority for the year in question (deductions should be made only in respect of capital allowances, losses and stock relief). Copies of the latest set of accounts may be required.
- 3f) All social security benefits received should be declared and type of benefit specified.
- 3h) Court Orders, Legal Separation Agreements and Voluntary Arrangements for School Fees – 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.

### **2. OUTGOINGS**

- 4b) Enter capital as well as interest payments for any mortgage on your home,
- 4c) Include bank overdraft and other loan charges incurred during the year (specifying the purpose of the loan).

### **3. PARENTS'/APPLICANTS' ASSETS**

In addition to taking account of all relevant sources of income, the School takes account of the following items of value you may own:

- 5a) 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.
- 5b) The current market value of your home, if owned by you. The current market value should be estimated by parents where a current valuation is unavailable.
- 5d) 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.
- 5e) 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.

### **4. PARENTS'/APPLICANTS' LIABILITIES**

- 6b) Details of other significant amounts owed by you should be provided along with details of the lender.

### **5. DEPENDENT CHILDREN**

Use column number 1 for the child for whom you are now applying at 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 which attracts a county grant.

- 7d) The figures to be inserted here refer to the current academic year.
- 7f)(ii) 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 application is being made.

7f(iii) 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.

**6. OTHER DEPENDANTS**

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.

**7. ANY OTHER RELEVANT INFORMATION**

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