



## Bursary Application Form

Child's Full Name .....

Address Child Resident at .....

..... Postcode .....

Date of Birth ..... Gender: M / F

Full Name of Applicant 1 ..... Relationship to Child .....

Full Name of Applicant 2 ..... Relationship to Child .....

Phone ..... Mobile .....

I/We declare that to the best of my/our knowledge and belief, all the particulars here submitted are true and contain a full statement of my/our household income from all sources during the periods shown, and comprises all income received in the household in which the child named above is resident. I/We understand that the provision of false information may lead to my/our child being disqualified from awards and that full fees will then be due.

Full Name of Applicant 1 ..... Date .....

Full Name of Applicant 2 ..... Date .....

If the above declaration is signed by only one person/guardian, please state the reason by deleting as necessary: Divorced/Separated/Widowed/Single Parent Family/ Other: .....

(If divorced, separated or widowed, documentary evidence MUST be supplied)

Please return this form to: [admissions@earlscliffe.co.uk](mailto:admissions@earlscliffe.co.uk)

Earlscliffe, 29 Shorncliffe Road, Folkestone, CT20 2NB.

If you have any queries in relation to completion of this form, please phone 01303 253 951.

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Email: [admissions@earlscliffe.co.uk](mailto:admissions@earlscliffe.co.uk)

[www.earlscliffe.co.uk](http://www.earlscliffe.co.uk)

Earlscliffe is part of Sussex Summer Schools Ltd (No 4091830

and registered as a company limited by guarantee)

Section A, B and C must be completed for the application to be considered.

**SECTION A**

1. a. 1<sup>st</sup> Applicant: Profession, business or trade .....
- b. Name & address of employer .....
- c. Are you a director of this company? Yes / No
- d. 2<sup>nd</sup> Applicant: Profession, business or trade .....
- e. Name & address of employer .....
- f. Are you a director of this company? Yes / No
2. Is there a court order or separation agreement to cover School fees? Yes / No
3. Do you have an insurance policy specifically to pay School fees? .....
4. VERIFICATION

For the income noted in Part B, you must supply, with this application, supporting documentation for each source of income. Please use this checklist below to ensure that all appropriate paperwork is enclosed:

	1 <sup>st</sup> Applicant	2 <sup>nd</sup> Applicant
P60 for year ending April 2018 (tax year 2017-2018) AND latest payslip for the current year		
Copy of latest business accounts		
Copies of documents confirming other sources of income, including state benefits where applicable		

The School reserves the right to seek any other documentary evidence deemed necessary. If at all possible please supply legible copies. Originals are not required.

If your application is successful, then the award made will be expressed as an amount to be deducted from the fees for a particular year. Such amounts will normally be based on household income in the tax year ending in the April prior to the commencement of the academic year. The household income estimated on this form will therefore be subsequently verified to your 2018/2019 P60 or tax assessment, and awards for subsequent years based on a similar annual assessment. In general, if household income increases, then the awards will be reduced.

UNDER NO CIRCUMSTANCES WILL APPLICATIONS BE CONSIDERED WITHOUT DOCUMENTATION TO SUPPORT THE INCOME DECLARATION

**SECTION B – OTHER DEPENDENT CHILDREN**

In some cases, an allowance for dependent children may be given against gross household income to compute a relevant income. Please state the full names of:

- Any other dependent children under the age of 18
- Any children over the age of 18 in full-time further/higher education together with their dates of birth

Name	Date of Birth

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**SECTION C - HOUSEHOLD INCOME**

Please estimate your gross household income before tax for the 2017-2018 tax year.  
Enter amounts in whole pounds against every source, or NIL.

		2017-2018 Estimated £	School Use
Earned Income: incl. superannuation contributions	1 <sup>st</sup> Applicant		
	2 <sup>nd</sup> Applicant		
Benefits in kind			
Pension received			
Social security Benefits	Non-taxable		
	Taxable		
Property Income			
Investment Income	Bank/Building Society interest, dividends or other		
Separation Allowance	Voluntary / Court order / CSA		
Any income not included above			
Income, if any, of child			
	TOTAL		

Please remember to supply documentary evidence which supports your estimate for every source of income.

**SECTION D**

Estimated value of property £ .....

Owned/Rented/Other – if other, please specify .....

If owned, amount mortgage outstanding £ .....

If rented, amount of monthly rent £ .....

The Directors may require further and more detailed evidence of assets at a later date.

**SECTION E**

You may use this space to include any further information or explanation you feel may assist your application.