 *Board of Governors:*

*Relief Proposed:*

*Relief Granted:*

Application for

**Fees Bursary**

for the Academic Year 2025/26

Name of Pupil: Year:

Please state the following:

Name of Parent/Guardian making the application:

Name of any other Parent/Guardian responsible for paying fees (as detailed at time of pupil entering the School):

Main address of pupil:

Postcode

Tel No. Mobile No.

email (1) email (2)

Do you have any other children? Yes No

If so, please give their name, age and the school/college/university that they are attending:

Has an application been made for Free School Meals? Yes No

If no, do you intend to apply for Free School Meals? Yes No

If no, is there a reason why you do not intend to apply for Free School Meals?

Is this your first application to the Board of Governors for Relief of Fees?

Yes No

If so, how did you come to know of the facility for Relief of Fees?

Balance due relating to previous years

***Checked by Office***

Is an agreed payment plan in place to pay this balance?

***Checked by Office***

**Income**

***Total Household Income***

Please give the following details about the income of the parents and/or guardians living at the main address of the pupil

Income per week £

* Salary/wage(s) (*nett* ie. *after* tax, NIC etc)
  + 1.
  + 2.
* Child Benefit
* Universal Credit
* Working Tax Credit
* Child Tax Credit
* Job Seeker’s Allowance
* Employment & Support Allowance
* Housing Benefit
* Any other income
* TOTAL **WEEKLY** INCOME £

*Please do not include any benefits related to disabilities, e.g. Disability Living Allowance*

Please give the following details about the parents and/or guardians not living at the main address of the pupil:

* Maintenance/ Child Support paid to pupil
* Salary/Benefits

**Capital**

***Total Household Capital***

Please give the following information of the capital, assets and savings of the parents and / or guardians

1. **Savings** accounts (please give details of each savings account held)

Financial institution Balance

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2. Do you own any stocks and shares? Yes No

2.1 If so, please state their current value £\_\_\_\_\_\_\_\_\_\_\_\_

3. Do you own your dwelling house? Yes No

3.1 If yes, please state its current value and the amount (if any) currently outstanding on any mortgage secured on your dwelling house.

Value £

Outstanding mortgage £

4. Do you own any other houses or properties? Yes No

4.1 If yes, please state the total of their current values and the amounts currently outstanding on any mortgages secured on those properties.

Total values £

Total outstanding mortgages £

5. Any other relevant information to support your application:

6. Could you help us improve support for other pupils by identifying School costs, other than fees, that may prevent full participation in School life?

7. Do you agree to the School contacting you if additional funding for School associated costs becomes available?

Yes No

I/we certify that the above information is true and correct and I acknowledge that it is a criminal offence to attempt to attempt to obtain a fees bursary by giving information which I/we know to be incorrect.

*(If applicable, both must sign)*

1. *(Signature)*
2. *(Signature)*

*For office use only:*

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| --- | --- | --- | --- | --- | --- | --- |
| *Year* | *2019/20* | *2020/21* | *2021/22* | *2022/23* | *2023/24* | *2024/25* |
| *Previous Bursary Awarded* |  |  |  |  |  |  |

Please include the following with your application:

* 2 months payslips
* 2 months bank statements
* Any correspondence relating to benefits
* Your most recent Rates Bill