

Office Use

Wynstones

Fee Assistance Application Form 2017 – 2018 School Year

	Sage code
Date received	Checked

This form is for use from **May 2017** by Wynstones parents.

Sections A to D inclusive - To be completed by all applicants.

Section E - If one or both parents is self-employed

Section F - If one or both parents owns or part-owns a company or LLP

Section G - If you are separated from your children's other parent

Section H - If you own additional properties other than your main residence

Please supply photocopies of any documents you supply. Originals will not be returned.

SECTION A – PUPIL AND PARENT DETAILS

Please tick here if you have applied for bursary assistance in the last year. (tick box)

Please tick here if you are in receipt of bursary assistance for 2016 – 2017. (tick box)

Full Name of each Pupil	Current Class	Class in Sept 17

Address:

Postcode:

	Full Name of parent / guardian and partners who share the above address.	Relationship to pupils (e.g. mother, step-father, partner)	Daytime phone number
1.			
2.			

Email address 1:

Email address 2:

SECTION B – INCOME

Income from employment

Include here income earned as an **employee**. Do not include self-employed income or income from any company of which you own more than 25% of the shares.

	Parent/ Guardian 1		Parent/ Guardian 2	
Occupation				
	Parent/ Guardian 1	Parent/ Guardian 2	Documentation required	<i>This column is for Office Use only</i>
Actual Gross income, last 12 months	£	£	March 2017 payslip or P60	
Forecast Gross income, next 12 months	£	£	Notice of pay rise or reduction. Date of annual pay review	
Tax payable for 2016-17			March 2017 payslip or P60	
National Ins. for 2016-17			March 2017 payslip or P60	
Cost of travel to/from regular place of work if exceeding 20 mile radius of home address			Details of place of employment and form of transport	

State benefits: It is a mandatory requirement of fee assistance at Wynstones that applicants apply for, obtain and declare all state benefits to which they are entitled before requesting fee assistance.

Information on your entitlements can be found at www.entitled2.com

Provide ANNUAL figures:	Parent/ Guardian 1	Parent/ Guardian 2	Documentation required	
Child Benefit	£	£	Copy of award notice	
Child Tax Credit	£	£	Copy of award notice	
Working Tax Credit	£	£	Copy of award notice	
Housing Benefit	£	£	Copy of award notice	
Council Tax Benefit	£	£	Copy of award notice	
Income Support	£	£	Copy of award notice	
Job Seekers allowance	£	£	Copy of award notice	
Widow/ers Benefit	£	£	Copy of award notice	
Other State Benefit	£	£	Copy of award notice	

Other incomeProvide **ANNUAL** figures:

	Parent/ Guardian 1	Parent/ Guardian 2	Documentation required	<i>This column is for Office Use only</i>
State pension income	£	£	Copy of formal notification	
Other pension income	£	£	Copy of recent statement	
Income from lodgers	£	£		
Investment income	£	£	Copy of recent statement	
Self employed income	Complete Section E			
Limited company income	Complete Section F			
Maintenance income	Complete Section G			
Income from property	Complete Section H			
Any other income	£	£	<i>Give details below</i>	

Details of other income:

SECTION C – DETAILS OF PUPILS’ MAIN RESIDENCEComplete the following if you **own** or part-own the property

Market value of the property	£	Valuation if available	
Mortgage outstanding	£	Latest statement	
Mortgage payment for last 12 months	£	Latest statement	
Annual Council Tax payable	£	Latest advice notice	

Type of Mortgage (Tick one box)

Capital repayment

Interest only

Complete the following if you are a **tenant** in the property

Rent payable for last 12 months	£	Rental agreement	
Annual Council Tax payable	£	Latest advice notice	

SECTION D – OTHER CAPITAL ASSETS

State the current value of other assets which you own excluding additional properties and private limited companies

	Parent/ Guardian 1	Parent/ Guardian 2	Documentation required	<i>This column is for Office Use only</i>
Current and savings accounts	£	£	Latest statement	
Savings bonds or similar	£	£	Latest statement	
Stock market investments	£	£	Latest valuation	
Other significant assets	£	£		

SECTION E – SELF EMPLOYED INCOME

Complete this section if you are **self-employed** but do not own a limited company.

Nature of self-employed activity:

When did you commence this activity?

Do you have any business partners? If so, please provide details:

Self employed income must be verified by the provision of business accounts and a copy of your **full tax return** for the last two years.

For the current year, please provide whatever **management accounts** information you have available.

Provide ANNUAL figures:	Parent/ Guardian 1	Parent/ Guardian 2	Documentation required	<i>Office Use only</i>
Actual Gross income – average of last two years	£	£	Accounts and tax returns	
Forecast Gross income - next 12 months	£	£	Management accounts	
Tax payable 2016/17	£	£	Tax return	
National Ins. payable 16/17	£	£		

SECTION F – INCOME FROM YOUR OWN COMPANY OR LLP

Complete this section if you **own 25% or more of a company or LLP**.

Name of Company	Company number	Date of incorporation

Business activity of company

--

Ownership details (include names of shareholders and indicate if other shareholders are related to you)

--

Income from your own company must be verified by the provision of financial accounts and a copy of your full tax return for each of the last two years for which data is available.

Provide ANNUAL figures:	Parent/ Guardian 1	Parent/ Guardian 2	Documentation required	<i>For Office Use only</i>
Salary drawn - average of last two years	£	£	Accounts and tax returns	
Dividend income – average of last 2 years	£	£	Accounts and tax returns	
Any other cash drawings – average of last 2 years	£	£	Accounts and tax returns	
Forecast income (aggregate of the above categories) for next 12 months	£	£	Management accounts	
Tax paid 2015/16	£	£	Tax return	
Tax paid 2016/17	£	£	Tax return	
National Ins. paid for 16/17	£	£		
Estimate/Forecast for 2017/18	£	£		

For the current year, please provide whatever **management accounts** information you have available.

SECTION G – MAINTENANCE INCOME

Complete this section if you are **separated** from your children's other parent.

Are you in receipt of maintenance income in respect of your children? Yes No

If yes, has the amount payable been determined by a court or the Child Support Agency or is it a voluntary payment?

Enforced Voluntary

If no, have you attempted to enforce payment of maintenance? Please give details.

Name of non-resident parent:	Phone no:
Contact address of non-resident parent:	
Postcode:	
Email:	

Provide ANNUAL figures:	Parent/ Guardian 1	Parent/ Guardian 2	Documentation required	<i>For Office Use only</i>
Maintenance income	£	£	Court order or CSA correspondence (if applicable)	

SECTION H – SECOND AND SUBSEQUENT PROPERTIES

Complete this section if you own or part-own a property **which is not your main residence**. If you own two or more such properties, provide aggregate figures.

	Parent/ Guardian 1	Parent/ Guardian 2	Documentation required	<i>For Office Use only</i>
Market value of property	£	£	Valuation if available	
Mortgage outstanding	£	£	Latest statement	
Mortgage payment for last 12 months	£	£	Latest statement	
Gross annual rental income before tax (if any)	£	£	Accounts	

Address of second or subsequent property:

If you part-own this property give details of the other owners and indicate their relationship to you.

Please use this space below to provide any further details which you feel may be useful in processing your application for fee assistance.

CONFIRMATION OF SECTIONS COMPLETED

Please **tick** one box for each section to confirm that your form is complete.

Section	Completed	Not Applicable
Sections A – D inclusive		
Section E – Self employment		
Section F – Own limited company		
Section G – Maintenance income		
Section H – Additional properties		

If this form is incomplete or received without full supporting evidence it will be returned to you unprocessed.

DECLARATION

Parent/ Guardian 1	Parent/ Guardian 2
<p>I declare that the information provided on this form is a complete and truthful statement of (i) my income from all sources and (ii) my assets of all kinds.</p> <p>I undertake to notify Wynstones School immediately should there be any material change to my financial circumstances.</p> <p>I agree that if any information provided by me is found to be false or incomplete, any and all fee discounts granted by the school will become immediately repayable as a debt.</p> <p>I agree to be jointly and severally liable for this undertaking with parent/ guardian 2.</p>	<p>I declare that the information provided on this form is a complete and truthful statement of (i) my income from all sources and (ii) my assets of all kinds.</p> <p>I undertake to notify Wynstones School immediately should there be any material change to my financial circumstances.</p> <p>I agree that if any information provided by me is found to be false or incomplete, any and all fee discounts granted by the school will become immediately repayable as a debt.</p> <p>I agree to be jointly and severally liable for this undertaking with parent/ guardian 1.</p>
Full name	Full name
Signature	Signature
Relationship to pupil	Relationship to pupil
Date	Date

Fee assistance at Wynstones is subject to the following conditions:

- Payment of fees is by twelve equal monthly instalments commencing 1st August 2016.
- All prior debts to the school are either repaid or subject to an agreed repayment plan.

The school will conduct a detailed audit of a sample of recipients which may include a home visit.