



Albyn School Fee Assistance Scheme

Statement of financial circumstances in support of an application for an award

The following instructions should be read carefully before the form is completed:

1. Prospective pupils **must** be registered with the School prior to this form being submitted.
2. The appropriate sections of this form must be completed. Information found to be incorrect or incomplete will render the application liable to cancellation. The information given will be treated as strictly confidential. **Please supply copies of documents/payslips requested.**
3. Awards are normally tenable for the duration pupil's secondary education at Albyn, but the value of the award is re-assessed annually.
4. Awards payments may be suspended or cancelled if the attendance, conduct, or progress of a scholar is unsatisfactory. Payment by due date of the balance of fees is also a requirement.
5. This completed form, **along with all required copies of documents**, should be sent to the Bursar, Mr Colin Boag, by 20 January 2012. Successful applicants will be notified in due course.

Section 1

This section must be completed by all applicants

1. Pupil

Full name..... Date of birth.....

2. Parents and/or Guardians

Father/Guardian	Mother/Guardian
Full name	Full name
Title	Title
Address	Address
Postcode	Postcode
Telephone	Telephone
E mail address	E mail
Occupation	Occupation
Employer	Employer

Partner of Father/Guardian	Partner of Mother/ Guardian
Full name	Full name
Title	Title
Address	Address
Postcode	Postcode
Telephone	Telephone
Occupation	Occupation
Employer	Employer

3. Number of wholly dependent sons and daughters including child named above

Section 2

This section must be fully completed by the parents of Guardians of all applicants. Section 3, Certificate of income, attached, must also be completed by parents/guardians who are self-employed.

1. With exception of tax Credits (Item 3) and financial assistance expected for cost of applicant's education (Item 9), all income information below is for the year ended 5 April 2011. (Please see the notes immediately below the table for each possible item of income.)

		Income of Parent/Guardian	Income of Partner of Parent/Guardian	Income of Applicant	For Office Use
	Household income	£	£	£	£
Item 1	Gross Salary/Wages				
Item 2	Gross occupational pension(s) received				
Item 3	Most recent tax credits awarded				
Item 4	Separation or Maintenance payments received				
Item 5	Social Security benefits, excluding Child benefit				
Item 6	Income from property, including rents and lodgers				
Item 7	Building Society/Bank Interest				
Item 8	Income from abroad				
Item 9	Financial assistance expected towards the cost of the applicant's education				
Item 10	Benefits in kind				
Item 11	Any other income to household				
	Totals				

Note for the Items of Income

- Item 1: Please give the gross amount from your P60 for year ended 5 April 2011, and **include a copy of your P60 and most recent payslip.**
- Item 2: Please give the gross amount receivable and **provide a copy** of appropriate documentation in support.
- Item 3: Please enter the information from the **most recently received** intimation of Tax Credits from the Inland Revenue, showing child care credits if applicable. **Please provide a copy** of the most recently received intimation of Tax Credits from the Inland Revenue.
- Item 4: Where possible, please provide verification of the amount during year ended 5 April 2011 (e.g. a copy of a Bank statement showing a deposit).
- Item 5: Please **name** the benefit(s) as well as giving the **amounts** for year ended 5 April 2011 (e.g. Income Support or Disability living allowance, etc) and **provide a copy** of the relevant pages of the social security book(s) or a Bank statement showing a deposit. Please indicate whether the amount you have entered is weekly, monthly or for the whole year. There is **no requirement** to include Child Benefit anywhere on this form
- Item 6: Please provide some form of verification.
- Item 7: Please give the **net** amount for the year ended 5 April 2011.
- Item 8: Please give the **gross** amount for the year ended 5 April 2011.
- Item 9: This may be from relatives or other sources, including other organisations which give educational grants. Please do not include references to possible awards from Albyn School.
- Item 10: Please do not include Housing benefit, Council Tax benefit, or Child benefit.
- Item 11: Please give details of any further income not previously stated.

If any of the above items have changed since 5 April 2011, or are likely to change, please give details in a covering letter.

If you are not in receipt of Tax Credits, please provide an explanation.

**2. Particulars of all wholly dependent children of parents or guardians:
Note this information should relate to academic year 2012-2013**

***Please state in column 5 below whether application has been made, or will be made, to the Education Authority for a School or Further Education Bursary, or to the Scottish Education Department for a Student's Allowance**

Name of Child	Date of Birth	Name of School, College, University to be attended	Stage	Student's Allowance and Bursary Applications*

3. Any further relevant particulars which you would like to bring to the notice of the Governors e.g. Particular family circumstances.

.....

.....

.....

.....

.....

4. Release of Information

I/We hereby give the Governors of Albyn School permission to be provided with information by the Headteacher of the school attended by my child on behaviour and academic performance.

5. I/We certify that to the best of my/our/ knowledge and belief the foregoing statements are correct.

I/We undertake to inform the Governors of any permanent change of address occurring during the period of tenure of the award and of any material change in financial status.

Signature of Father/Guardian.....

Signature of Mother/Guardian.....

Signature of Partner of Father/Guardian.....

Signature of Partner of Mother/Guardian.....

Date.....

**Section 3
Certification of Income**

This certificate must be completed on behalf of self-employed persons by a suitably qualified accountant or auditor.

A copy of your latest set of accounts must be included

I certify the following figures to be correct in accordance with the business of
 trading as a
 at

1	Profits as assessed to income for the year to the 5 April last (based on the profits of the previous year)	£
	Add Balancing charges	£
		£
2	Capital Allowances claimed for the same year	
	Annual Allowance	£
	Additional Allowance	£
	Balancing Allowance	£
	Agricultural improvements allowances (Section 314)	£
	Industrial Buildings Allowance	£
		£
3	Wages/Salary paid to Spouse if charged against above profits	£
	Wages/Salary paid to Self if charged against above profits	£
	Share of Partnership Profits as assessed to Income Tax	£

The above figures have / have not been agreed with the Inspector of Taxes

Signed Date

Telephone Number

Designation

Business Address

..... Post code