

April 2024

## Bursary Application Form

Please ensure you complete this form in full as incomplete applications will not be accepted. All applications will be reviewed by an independent financial assessor so please ensure all information provided within this form is accurate.

### 1. Child

Provide details of the child applying to the school.

Full name	
Date of birth	
Year group of entry ( <i>Year 7 or Year 12</i> )	
Current school	
Residency status	

Provide the names of any relatives to the child who already attend or have attended GSAL in the past, eg. a sibling:

### 2. Parents/guardians

Provide details of the parents/guardians who are submitting the application. Details provided must be those of the child's legal parents/guardians and information must be provided for two persons. If the parents are separated or divorced both the mother and father are required to complete the application form.

	Father /step-father /guardian	Mother /step-mother /guardian
Full name		
Title		
Address		
Residency status		
Daytime telephone		
Mobile telephone		
Email address		
Occupation status	Retired /employed /self-employed /unemployed /business owner <i>(please circle whichever applies)</i>	Retired /employed /self-employed /unemployed /business owner <i>(please circle whichever applies)</i>
Job title		
Name and address of either your employer or your own business/company		
Are you a director or proprietor of this business/company?	Yes /No	Yes /No
If yes, when is your business year end		

### 3. Father's /step-father's /guardian's income

Enter below your gross current earnings and expected income per year from all sources for 2024 and 2025.

	Actual figures for tax year ended April 2024	Estimated full year figures for current tax year ending April 2025
Gross salary (eg. before deductions for tax)		
Taxable benefits		
Bonus payments		
Gross profits of your own business /company		
Gross pension, widow's pension, etc.		
Gross investment income (eg. from building society /dividends /interest)		
Dividends from your own business /company		
Gross rental income from property		
Separation /maintenance allowance /child support		
Job seekers allowance		
Income support		
Child benefit		
Working tax credit		
Child tax credit		
Council tax benefit /housing benefit		
Universal tax credit		
Any other social security benefits		
Any other income		
<b>TOTAL INCOME</b>	<b>£</b>	<b>£</b>

### 3b. Father's/step-father's/guardian's expenditure

Enter below your expenditure per year for 2024 and 2025.

	Actual figures for tax year ended April 2024	Estimated full year figures for current tax year ending April 2025
Tax payable on total income (including tax deducted at source)		
National insurance contributions		
Pension contributions		
Mortgage interest (include capital repayment as well as interest)		
Any other interest payable (please specify)		
Annual landlord rent payable on main residence		
<b>TOTAL EXPENDITURE</b>	<b>£</b>	<b>£</b>

#### 4. Mother's /step-mother's /guardian's income

Enter below your gross current earnings and expected income per year from all sources for 2024 and 2025.

	Actual figures for tax year ended April 2024	Estimated full year figures for current tax year ending April 2025
Gross salary (eg. before deductions for tax)		
Taxable benefits		
Bonus payments		
Gross profits of your own business /company		
Gross pension, widow's pension, etc.		
Gross investment income (eg. from building society /dividends /interest)		
Dividends from your own business /company		
Gross rental income from property		
Separation /maintenance allowance /child support		
Job seekers allowance		
Income support		
Child benefit		
Working tax credit		
Child tax credit		
Council tax benefit /housing benefit		
Universal tax credit		
Any other social security benefits		
Any other income		
<b>TOTAL INCOME</b>	<b>£</b>	<b>£</b>

#### 4b. Mother's /step-mother's /guardian's expenditure

Enter below your expenditure per year for 2024 and 2025.

	Actual figures for tax year ended April 2024	Estimated full year figures for current tax year ending April 2025
Tax payable on total income (including tax deducted at source)		
National insurance contributions		
Pension contributions		
Mortgage interest (include capital repayment as well as interest)		
Any other interest payable (please specify)		
Annual landlord rent payable on main residence		
<b>TOTAL EXPENDITURE</b>	<b>£</b>	<b>£</b>

## 5. Main residence

State whether it is:

Owned with a mortgage	Yes /No	If yes, monthly payment is £
Owned with no mortgage	Yes /No	
Rented	Yes /No	If yes, monthly rent is £
Do you receive any housing benefit or council tax benefit?	Yes /No	If yes, monthly amount is £
Which council tax band is the house in?		

## 6. Household expenditure

Provide details of your annual household expenditure.

Food	
Clothing	
Utilities	
Landline/broadband/TV	
Mobiles	
Council tax	
House insurance	
Payments to family members	
Any other expenditure	
<b>TOTAL LIABILITIES</b>	<b>£</b>

## 7. Assets

In addition to taking account of all relevant sources of income, the school takes into account all of your assets.

	Father /step-father /guardian	Mother /step-mother /guardian
Approximate market value of all investments <ul style="list-style-type: none"> <li>• Building society /bank deposits</li> <li>• Equity investments, stocks, shares</li> <li>• ISAs</li> <li>• Other investments</li> </ul>		
Approximate market value of main residence		
Approximate market value of other possessions (house contents, cars etc)		
Cash at banks or elsewhere (if not listed elsewhere on this form)		
Approximate market value of any other assets (please specify and include the market value of any insurance policies maturing in this tax year or the last five years)		
Net worth /value of any business which you own or share		
Approximate market value of any other properties owned either at home or abroad		
Redundancy, employment separation or lump sum payments		
Overseas savings, assets or business interests		
<b>TOTAL ASSETS</b>	<b>£</b>	<b>£</b>

Provide information on any other assets or sources of income not included above:

Indicate any reasons why assets cannot be converted or used to pay school fees:

## 8. Liabilities

Please provide details of your liabilities.

	Father /step-father /guardian	Mother /step-mother /guardian
Mortgage – amount outstanding on house		
Loans <i>(please provide details)</i>		
Credit cards		
<b>TOTAL LIABILITIES</b>	<b>£</b>	<b>£</b>

## 9. Dependents

Provide information on any children other than that which this application refers to. This includes children who are unmarried and at a school, university or other educational institution.

	1	2	3
a) Forename			
b) Date of birth			
c) School or college			
d) Boarding or day			
e) Annual school or other educational fees <i>(excluding extras and sundry disbursements)</i>			
f) Compulsory additional school charges			
Amount of fees shown in (e) covered by:			
i) Scholarships, bursaries or allowances given by school			
ii) Annual sum arising from capital repayment scheme			
iii) Services /diplomatic /company education allowances (gross) <i>(please state whether the sum has been included in gross salary at 3a or 4a)</i>			
iv) Annual sum arising from educational insurance policies			
v) Assistance from any other sources eg. grandparents, trusts, settlements etc. <i>(please specify)</i>			
vi) Annual income of child			
vii) Capital value of trust			
Do any of your children receive free school meals?	Yes /No		

Provide details of any other dependents. 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.

## 10. Contribution

A bursary at the school offers a partially funded place therefore, we expect all families to make a contribution. Please confirm your affordable contribution per year (£)

## 11. Any other relevant information

*Please provide any other information that you feel is relevant to your application. You may continue on further sheets if necessary.*

## 12. Assessing your bursary application: data protection considerations

The school reserves the function of making a decision regarding your application for a bursary, but employs the services of an independent third party to prepare the information which is used to make this decision. This means that, for the purposes of your application:

- the school is the controller of your information
- the appointed third party is the processor of your information
- the appointed third party is registered with the Information Commissioner's Office and has satisfied the school as to its arrangements regarding the security of any information and documents you may provide as part of your application.

Please note that no application will be considered unless the process as detailed below is followed. In making this application and completing this form you will be taken to have consented to the processing of financial and personal data relating to the applicants, personal data relating to the child, and sensitive personal data relating to the applicants and child. Relevant information may be obtained from third parties. You are also taken to have consented to the following:

1. If you have been asked to complete a bursary application form this should be completed fully and sent to the school directly. Please note, the school cannot be held responsible for any incomplete information, so it is in your interest to complete it as fully and as detailed as possible. Supporting paperwork will only be requested once your application has reached shortlisting stage.
2. The completed application form and any supporting paperwork (when supplied) will be scanned and kept securely on the school system. It will only be forwarded to the appointed company once you have been informed your application has been shortlisted, following the January entrance exam for Year 7 applications and following the entrance interviews for Year 12 applications. This is so they may prepare the information in the format required by the school.
3. The appointed company will contact you to make arrangements for a family meeting if this has been required by the school, or to make enquiries which will ensure that any paper financial review is as correct as it can possibly be.
4. The appointed company will send its report on your application securely to the school and will then withdraw from the process unless the school has any further enquiries it wishes them to make.
5. The company will scan and store securely any documents or notes regarding your application for one year; hard copies will be shredded securely using an authorised service. Any original supporting documents will be returned.
6. Your electronic records will be kept securely on the school system, and will be deleted four years after they are no longer required, or if your application is successful, four years after your child leaves the school.
7. If the school has asked you to retain your application form and supporting documents in readiness for a home visit then the appointed company will follow procedure points 3 to 6 after the company has received this signed form, or a scanned copy of it.

Please be assured that this process is undertaken for the purposes of considering your application for a bursary only, and your information will not be passed to any third party or used in any other way whatsoever.

The appointed third party can arrange to share reports between schools if you are applying to more than one school for a bursary, but this will not be done without your written permission (email will suffice), and the permission of the school on whose behalf the company first visited.

You are entitled to request that your information be deleted permanently at any time.

It should be noted that the report produced by any third party is the property of the school and the Information Commissioner's Office regards your report as confidential and exempt from the provision of Subject Access Requests.

I/we have read the above and consent to my/ours and the child's/children's information being processed in the manner described above:

**Father /step-father /guardian:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please print name in capital letters: \_\_\_\_\_

**Mother /step-mother /guardian:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please print name in capital letters: \_\_\_\_\_

### 13. Declaration

We/I have read the application form, and the accompanying bursary policy, and have made a complete declaration of our/my income and assets. We/I understand that if we/I are/am offered a bursary for our/my child and accept a place for him/her at the school:

- a) the assessment process may also involve interviews and/or home visits by the school or its appointed third party. The school may make use of publicly available information in assessing the application;
- b) our/my child's fees account with the school will be credited termly with the amount of the bursary;
- c) if the bursary is less than 100% we will be responsible for payment of the remainder of the fees;
- d) we/I understand that any award or bursary is subject to annual review and that we/I must complete an annual declaration of our/my financial circumstances on the form sent to us/me by the school and supply all relevant supporting evidence by the return date indicated;
- e) we undertake to report immediately any material change in the financial position declared;
- f) the bursary may be withdrawn or reduced, and in certain circumstances, past payment reclaimed if:
  - i) there is a breach of the school's terms and conditions attached to the acceptance of a place for our/my child at the school;
  - ii) we/I have knowingly and/or recklessly provided false information;
  - iii) we/I have failed to return the annual declaration of our/my financial circumstances by the return date indicated;
  - iv) we/I have failed to produce any additional information required by the school to evidence our/my financial circumstances;
  - v) there is in the view of the Principal either unsatisfactory work or conduct;
  - vi) the school's resources are insufficient to maintain the level of award.
  - vii) fees payable by parent or guardian are in arrears/unpaid.

**Father/step-father/guardian:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please print name in capital letters: \_\_\_\_\_

**Mother/step-mother/guardian:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please print name in capital letters: \_\_\_\_\_

*If the sections on this page are signed by only one parent, please delete as necessary: divorced /separated /widowed /other. If selecting "other" please state the reason:*

## Verification of details

Please note, if your child is considered for a bursary you will be required to provide appropriate original documentary evidence to support the information provided within this form. Any original documents provided will be copied and returned to you. You do not need to provide any documentary evidence at this stage however, if necessary, you will be asked to provide the following:

1. P60
2. Schedule D tax assessment
3. HMRC self-assessment tax certificate (SA302)
4. Pay advice
5. Schedule E tax assessment
6. Report & accounts for the latest year ((including Statement of Profit & Loss and Balance Sheet)
7. Statements of benefits received
8. Child benefit
9. Tax credit
10. Mortgage statement
11. Contents insurance
12. Any other documents deemed appropriate

## Checklist

Use the below checklist to check you have completed each section within this application form. We will not process your application if any information is missing.

Section	Tick to confirm completion
Read and understood the school's admissions and bursary policies	
Child's information	
Parents'/guardians' information	
Father's/step-father's/guardian's income and expenditure	
Mother's/step-mother's/guardian's income and expenditure	
Main residence	
Assets	
Liabilities	
Dependents	
Contribution	
Any other information	
Data Protection considerations	
Declaration	

Please complete and return this form by 30 September 2024 for Year 7 bursaries, or by 30 November 2024 for Year 12 bursaries. Completed forms should be sent to:

Admissions Manager  
The Grammar School at Leeds  
Alwoodley Gates  
Harrogate Road  
Leeds LS17 8GS

[admissions@gsal.org.uk](mailto:admissions@gsal.org.uk)