



## **Application for financial assistance**

### **Funds generously provided by:**

**Howard Leopold Davis Scholarship Trust, JCG, JCP, JCG Foundation, JCG Sixth Form**

Please see criteria for application for each source of assistance at <https://jerseycollegeforgirls.com/admissions/financialassistance/>

Other sources of financial assistance are available by completing the relevant form

## **Financial Assistance: A guide for applicants**

We aim to offer an education to all female students in Jersey who meet our academic entry criteria. Financial Assistance, from a number of sources, is available to help pay all or part of the school fees for your family. People from all backgrounds attend our school and your request will be treated in the strictest confidence.

Financial Assistance is primarily aimed at families with a total household income of under £62,400, however, this figure will vary slightly where a family has more than one child at College. Please contact [h.delves@jcg.sch.je](mailto:h.delves@jcg.sch.je) if you have any queries.

### **Completing this form**

1. This application must be completed for every year the student hopes to receive Financial Assistance.
2. The school must receive the completed form, accompanied by your Tax Assessment for the relevant year, by **Friday 14 February 2020**. However, families that encounter an unexpected financial setback can be considered at any time.
3. The application is based on household income (refer to P11 for full definition). Where applicable, both parents must complete all parts of the form. If the parents are divorced or separated, the income of a new partner or other adult in the student's household is taken into account. If separated parents both have responsibility for the school fees, they may submit individual application forms but please clarify the proportion of fees for which you are responsible in section 1.2, eg 50%.
4. Please explain the reasons if one parent is living elsewhere and not contributing to the maintenance of the student and other children. Please also explain if there is a reason why one parent has not completed the form using the space provided under Additional Information in section 1.2.
5. Financial Details: Please complete all sections under Financial Details and use 'None' or 'Not applicable' rather than leave a section blank.
6. The Tax Department will need to verify the information you have provided about your income. They can only do this if you have submitted your Tax Return for the preceding tax year. Therefore, you must make sure your return is submitted, preferably online, to the Tax Department as early as possible in January so that they can provide you with your Tax Assessment. **We can only consider applications that are accompanied with a copy of your Tax Assessment.**
7. Extra evidence: If you are likely to receive financial help, you might be asked to provide evidence to support your application. Owners / part-owners in a business will be required to include a copy of their accounts for the same year.
8. If your personal or financial circumstances change at any time during the application process or the academic year, you must notify us within 28 days.
9. Please refer to the checklist at the back of this application to ensure your application is complete

**IMPORTANT: Failure to disclose any material facts could result in withdrawal of the funding and a demand for repayment of the fees already paid. The Trustees/Governors reserve the right to withdraw the funding at any time.**

### **Additional assistance for school trips, equipment and uniform**

Additional assistance is available for students wishing to access the wide range of school trips and extra-curricular activities, or who might need specific equipment or assistance towards the cost of school uniform. The maximum monetary value of additional assistance a student can receive per academic year is £1,000 in total for all trips, equipment and uniform. Assistance is only provided for trips taking place within the same academic year. The award is dependent upon the household income not exceeding £62,400 per annum. Where a student is not already in receipt of financial assistance towards fees, parents/guardians must complete the Financial Assistance Application form, attaching the relevant Tax Assessment.

For students already receiving financial assistance towards fees, additional assistance will be granted automatically in proportion to the % of financial assistance granted towards fees (a student receiving 100% assistance towards fees will receive £1000 of additional assistance. A student receiving 50% assistance towards fees will receive £500 of additional assistance). The cost of books ordered by the College for the student will be deducted from this additional assistance. Complete and return the Additional Assistance form, at the time additional assistance is required (available from the College website or from the Clerk to the Governing Body, Mrs Heidi Delves ([h.delves@jcg.sch.je](mailto:h.delves@jcg.sch.je)) / Tel:

516208). The application will then be considered by the Principal and the Finance Committee and the Clerk will inform parents/guardians of the decision.

# 1 FAMILY DETAILS

## 1.1 The student

Surname		First names	
Date of birth		Place of birth	
Current school year		Current school	
Main residence with Please circle	Both parents / mother / father	Child's gross income From trust funds or any other source	

***Copy of birth certificate required for first application only***

## 1.2 Adults

	Mother/Parent 1	Father/Parent 2	Other adult
Surname			
First names			
Address			
Telephone (daytime)			
Telephone (evening)			
Email			
Occupation			
Employer			
Status Single, married or civil partner, in a partnership, separated or divorced from other parent			Stepfather or stepmother, partner or civil partner of mother or father, carer or guardian
Who is responsible for paying the school fees? Please specify percentage portion if responsibility is shared			

Additional information.....

### 1.3 Other dependent children

	Child 2
Name	
Date of birth	
School /university	
Who they live with Mother/Father/Child of OtherAdult	
Income of child (gross for 2019) Bursary, scholarship, trust fund, contribution to school fees or other	

	Child 3
Name	
Date of birth	
School /university	
Who they live with Mother/Father/Child of OtherAdult	
Income of child (gross for 2019) Bursary, scholarship, trust fund, contribution to school fees or other	

	Child 4
Name	
Date of birth	
School /university	
Who they live with Mother/Father/Child of OtherAdult	
Income of child (gross for 2019) Bursary, scholarship, trust fund, contribution to school fees or other	

	Child 5
Name	
Date of birth	
School /university	
Who they live with Mother/Father/Child of OtherAdult	
Income of child (gross for 2019) Bursary, scholarship, trust fund, contribution to school fees or other	

Please use a separate sheet for additional children if necessary.

## 2 FINANCIAL DETAILS

### 2.1 Income

Please give totals for the calendar year ending **31 December 2019**. Please state 'None' if applicable. All figures should be gross.

Source of funds	Mother/Parent 1	Father/Parent 2	Other adult
Salary or wages – including gratuities, overtime, bonus, commission, benefits in kind			
Additional part-time work			
Taxable profit from a business, trade or profession (average of past three years)			
Interest from stocks, bank accounts, trusts, mortgages or investments of any kind			
Property rental			
Rental from paying guests, lodgers or members of the household			
States benefits (please specify)			
Pension or annuity (State source from which received) and whether paid gross or net of tax			
Maintenance received			
Any other income			
<b>Totals</b>			

**INCOME VERIFICATION** – The income declared on this form will be verified against your Tax Assessment, a copy of which is required with this completed form by the College. In order to provide your Tax Assessment, the Tax Department will need your completed Tax Return as soon as possible in January and preferably using the online system.

#### For Office Use only:

Financial Assistance granted:.....

Signed:..... Dated:.....

## 2.2 Maintenance

If parents are divorced, please provide details of any maintenance agreement, payments or any trust funds (or other) that pay for part or all of the school fees or provide income for the child.

- Please provide a copy of the order/s (appropriately edited)
- Please explain any issues if maintenance payments are not being received.

If your financial circumstances are likely to change and you need this to be taken into consideration, please give details here:

## 2.3 Assets – Property

Please state values as at **31 December 2019**. This must include your family home plus other property (land or buildings) in any jurisdiction whether vacant or rented out.

	Mother/Parent 1	Father/Parent 2	Other adult
Address of property			
Description (flat, house, no of bedrooms)			
Value (gross)			
Outstanding mortgage			
Joint owner/s			
Other property and value			

## 2.4 Assets – Other (please state if jointly owned)

Please state values as at **31 December 2019**.

	Mother/Parent 1	Father/Parent 2	Other adult
Bank balances, building society or Post Office			
Stocks, shares, trusts			
Company ownership			
Other valuable assets			



## 2.5 Outgoings

Please provide **monthly** figures. Write 'None' if applicable.

	Household where child lives
Mortgage/Rent	
Utility bills (eg, Electricity, Oil, Gas etc)	
Private Pension contributions	
Private health insurance	
Loan repayments	
Holidays (per year)	
Animal/pet expenses	
Hobbies (including gym and other memberships)	
Childcare or nursery	
School fees (total) and school trips	
Higher education tuition fees or maintenance	
<b>Total needed</b>	

From January 2021, fees are set at £2,060 per term, £6,180 per annum for JCG, and £1,990 per term, £5,970 per annum for JCP and are reviewed annually in the Spring Term.

Some parents apply for assistance with part of the fees because they can fund some of the payment themselves. All families are asked to make a contribution if possible.

**Please state how much of the fees you are able to pay per term / academic year (please delete as applicable):**

	per term / academic year
--	--------------------------

### 3 UNDERTAKING/DECLARATION

If our daughter is awarded financial assistance towards fees in connection with their education at The College, I/we agree to undertake the following:

- To complete a new application form/ disclosure each year to provide updated financial information;
- To notify the Trustees/Governors if our child leaves the school or we leave Jersey in the academic year covered by the bursary;
- To inform the Trustees/Governors within 28 days of any change in our financial or personal circumstances;
- To understand that failure to disclose relevant information could result in withdrawal of the bursary and repayment of fees paid by it;
- To agree that our child's progress reports can be considered in confidence by the Trustees/Governors in the annual re-application process. This is to confirm your child's levels of behaviour and effort at school;
- To agree to provide any additional information requested by the Trustees/Governors in support of this application.

### 4 DATA PROTECTION

The information you provide will be processed in accordance with the Data Protection (Jersey) Law 2018 for the purposes of administering a scholarship or bursary and determining eligibility for an award. In order to process the application, you will need to agree to your information being shared with the Income Tax Department, your child's school and the bursary provider for verification purposes upon your submission of the form. No information will be passed to any other third parties without your prior consent. Please read this with the schools' privacy statements at [www.jerseycollegeforgirls.com](http://www.jerseycollegeforgirls.com)

I/We agree that my/our information can be shared with the Income Tax Department, our child's school and the bursary provider for verification purposes upon submission of this form (please tick box).

☐

I/we hereby declare that the information I/we have provided is correct and true to the best of my knowledge and I undertake to inform you of any changes therein, immediately.

	Print name	Signature	Date
Parent 1			
Parent 2			
Other adult			

## 5 CHECKLIST

Have you fully completed and signed this form?

☐

Have you included a birth certificate if this is your first application?

☐

Have you completed your annual Tax Return and submitted it to the Tax Office, preferably using the online system? A copy of your Tax Assessment will be required in order to verify the household income declared on this application.

☐

Your application should be returned directly to:  
HEIDI DELVES, JERSEY COLLEGE FOR GIRLS, LE MONT MILLAIS, ST SAVIOUR JE2 7YB

## Terms used in this application form

Child(ren) of the family	A child or children of one adult in the household only who has/have been recognised by the other adult as a child of the family unit.
Parent	Each of the mother and father.
Mother	The person whose name is on the birth certificate as the mother whether or not he has parental responsibility.
Father	The person whose name is on the birth certificate as the father whether or not he has parental responsibility.
Parental income	Funds received from all sources and includes benefits in kind.
Gross income	The full amount of income before any deductions for tax, Social Security, pension contributions or other.
Net income	The income after deduction of tax and Social Security and Long Term Care - but before deductions for pension contributions and other deductions.
Household income	The income of the parents if living together OR the income of the resident parent and of another adult living in the household who is a new wife, husband or civil partner or living in a marriage-like relationship with the resident parent. It includes board and lodging of others in the household – but not their earned income. It also includes any income of the Student (but not of other children in the household).
Other adult	Any person who has a residence order in relation to the child or who is married to or the civil partner of the resident parent or is in a marriage like relationship with them and has accepted the child as a child of the family unit.
Student	The child in relation to which the application is made.
Maintenance orders	Includes all Court orders whether in Jersey or another jurisdiction and all financial provision for a child including regular payments, agreements for the payments of expenses such as medical and dental expenses, school fees, uniform etc. It also includes any formal agreement entered into by the parents or others to provide maintenance for the student.
The school	Jersey College for Girls and Jersey College Prep