

# Part 1: Guidance notes to support your application for financial assistance

Before filling in the application form and declaration (Part 2), please read:

- the introductory notes; and
- the guidance notes below.

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## Introductory notes

We have a long tradition of providing financial assistance to talented young people, offering them the opportunity of a high-quality education. Over the years, many students have attended our School with help from the School's bursary fund. This has benefited not only the students, but also the whole School community, reinforcing our belief that providing financial assistance enriches the school, improves academic standards, and widens educational opportunity for students from a wide range of social backgrounds.

Our governing body decides who to award assistance to. To qualify for financial assistance your household's gross annual income (before tax and other deductions) must typically be £65,000 or less and the market value of all your property and other assets must be £350,000 (gross) or less. We will also take into account the student's academic performance and will make awards to students who we consider will gain the most from receiving their education at Cheadle Hulme School, who are likely to make good progress in their studies and who have the potential to develop and benefit from taking part in the wider, co-curricular activities on offer at the School.

You will need to complete the application form in full and provide all the supporting information we ask for before we can consider your application.

Financial assistance ranges from 10% to 100% of the annual school fee. If you are offered a 100% financial-assistance award, extra assistance may also be available to help with the cost of uniform, iPads and School trips. You should discuss this separately with the Financial Controller (contact details below).

We consider the level of support we offer to you each year, so you must fill in the application form every year to allow us to review and reassess your circumstances. We may increase or reduce the amount of assistance you receive depending on any changes in your household's circumstances. The governors can also reduce or withdraw assistance if a student's progress, attitude or behaviour has been unsatisfactory.

Please note, we will not tell you whether your application has been successful, or the level of the award, until we make formal offers of Year 7 places at the end of February. If we are considering offering you an award, it is likely that we will need to visit you at your home. The purpose of the visit(s) is to confirm all the details in your application and to understand the level of support (financial, academic or pastoral) that your child may need. We will not be able to offer financial assistance to all the families we visit.

**The last date for receiving applications for financial assistance for students starting School in September 2019 is Friday 14<sup>th</sup> December 2018.**

If you want to receive an indication of the level of assistance you could receive if your

application for a School place is successful, before this date, please contact the Financial Controller (contact details below).

**For entry into the Sixth Form, the deadline for receiving your application for financial assistance is 31 March 2019.**

If your child is already at our School, you can apply for financial assistance at any point in the year and you must discuss this with us before completing the application form.

We also provide emergency support for parents and carers of existing students whose financial circumstances change significantly during the course of their education.

The aim of this application form is to get a complete picture of your financial circumstances to help us decide whether to award financial assistance. If you are in any doubt whether information we ask for is relevant, please provide the information and an explanation.

If there is not enough space on the form for you to write your answer, please use a separate sheet of paper and attach it to the form. Write the section and question it relates to on the top of the sheet.

For each question on the form, we tell you what document you need to provide to support your financial details. There is also a checklist of supporting documents in section N. **It is important that we receive all the supporting documents we ask for so that we can process your application without any delay.**

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## Guidance notes

### For filling in the financial assistance application form

Before filling in the application form please read these notes carefully. If you need more information or need help filling in the application form, please contact the Financial Controller, Mrs Natalie Atkinson (email:Natalieatkinson@chschoo.co.uk phone: 0161 488 3340).

These notes refer to the corresponding paragraph on the application form. You must provide documents to support the figures you give in your application. We have the right to ask for extra evidence to support the income and asset figures you provide on the form, and to make any enquiries we consider necessary.

If we ask for information about a particular year or tax year (the year ended 5 April or starting 6 April) which is impractical to provide, for example, because the income is received or earned from overseas, please provide information as closely as possible to what we ask for, and explain in your answer any difference.

HMRC refers to HM Revenue & Customs. If the financial matters are regulated by an overseas tax authority, please provide the details we ask for as if we had referred to the overseas tax authority.

We respect the confidentiality of financial assistance awards made to families and, if you receive assistance, we expect you to do the same.

### Section A: Parents and applicants

The following people can make an application for financial assistance.

- The natural/adoptive father and mother of the child whether or not they live together in the same household as the child or are separated or divorced.
- The natural/adoptive parent of the child and his or her partner (if any) living in the same household as the child.
- The child's carer appointed in line with section 5 of the Children Act 1989, and his or her partner (if any).
- The person who the child lives with under a subsisting residence order under section 8 of the Children Act 1989 or subsisting court order specifying actual custody, care and control of the child.
- A local authority providing accommodation for the child under the Children Act 1989. If this applies, the child will be treated as one whose parents have no income.
- The person who the child normally lives with under an informal care or fostering arrangement and that person's partner (if any) living in the same household as the child.

#### **Section D: Court orders and separation agreements for school fees**

If you must pay part of the School fees under a court order or a legally binding separation agreement, we will use only the part of the fee **not** covered by the court order or agreement to calculate any possible financial assistance. This applies regardless of whether you are keeping to the order or agreement.

If you must pay 100% of the fees under a court order or separation agreement, you cannot receive financial assistance.

#### **Section E: Insurance policies for school fees**

If you (or someone else) have taken out an insurance policy to help pay the School fees, tell us how much you will receive for the academic year. If the insurance policy covers the full cost of the tuition fees you cannot receive financial assistance.

#### **Section F: Dependent children**

List all dependent children (including the child you are applying for financial assistance for). Include children aged between 18 and 21 if they are in full-time education and are not married.

If the child has unearned income (for example, interest from National Savings, bank or building society accounts) or receives share dividends, you should write the gross amount (before deductions) received in the box 'Assistance from other sources'. Do not include any income from part-time employment or student grants.

You should write, in the relevant box, the value of any beneficiary or other trust set up for each child.

#### **Section G: Parents' income**

**Gross salary:** Yearly salaries, wages and other earnings before income tax, National Insurance and pension contributions are deducted. Remember to also include profit-related pay, part-time employment earnings, commissions, tips, Statutory Sick Pay and Statutory Maternity Pay if this

applies.

**Benefits in kind:** All benefits in kind as agreed with HMRC (for example, free or subsidised housing, meals, fuel, motor vehicles, mobile phone, home phone and so on).

**Bonuses received in the year:** Total amounts of all bonuses (for example, guaranteed, profit-related or other bonuses). Give the amounts before tax and other deductions.

**Profits from a trade or profession:** Yearly profit before tax as declared to HMRC. If salary or dividends were drawn from the business, tell us these amounts (before tax and other deductions) separately in the relevant earned and investment income sections. In this section tell us the profit before tax as stated in your annual accounts.

**Pension income:** All pension income (before deductions) whether from the State Pension, employer schemes or private schemes.

**State benefits:** We recommend that you fill in section H first, which asks for a detailed breakdown of all state benefits you receive. Once you have filled in section H, enter the total from that section in the relevant box in section G. In all cases provide gross amounts (before tax and other deductions).

**Property income:** Profit before tax as declared to HMRC from letting or subletting investment property worldwide. This includes furnished and unfurnished properties and holiday homes.

**Gross building society and bank interest:** Interest earned in the year, including any amounts earned overseas or offshore. Give the amount before tax and other deductions.

**Investment income:** Dividends, investment income, trust income, whether reinvested or paid out. Give the amounts before tax and other deductions.

**Separation or maintenance allowance:** All maintenance payments and child support received.

**Any other income:** Any other income not mentioned above (before tax and other deductions).

### **Section H: State benefits**

Total amounts (before deductions) of all state benefits received in the year (yearly amount). Include Child Benefit, Universal Credit, Income Support, Tax Credits, Housing Benefit and so on.

### **Section I: Parents' household spending**

This section asks for details of your total yearly outgoings.

**Tax paid on income:** Provide details of all income tax paid on earned and unearned income you tell us about in section G.

**National Insurance contributions:** Provide details of all employee National Insurance contributions paid on earned income which you tell us about in section G.

**Pension contributions:** Provide details of employee contributions to pension schemes.

**Mortgage payments:** Please note, we ask you separately for details of capital payments and interest payments on any mortgage for your main home.

**Any other interest paid:** For example, credit-card interest, loan interest, bank overdraft interest.

### **Section J: Property details**

Provide all details relating to your main home, any second homes, and any rental properties you own in the UK or overseas.

If you own a part share in any property (either your main home or an investment property), tell us the percentage you own and include your percentage of the market value, outstanding mortgage, rental income, mortgage payments and property spending. Use an extra sheet to provide details if you own more than one investment property.

### **Section K: Other assets**

Provide all details of your other assets.

**Cash:** Any money you have in any bank or building society account anywhere in the world.

**Investments:** Stocks, shares, bonds and other types of securities, valued as near as possible to the date of your application. Shares listed on a stock exchange should be valued at their current market value. Your shares in a company not listed on a stock exchange should be valued as your proportion of the estimated value of the company if it were to be sold.

**Own business:** If you run your own business, or are partners in a business, show the estimated value of your share of the business if it were to be sold.

**Lump sums:** Include any lump sums received in the last 18 months. For example, redundancy and severance packages, endowment payouts, inheritance, gifts.

### **Section L: Liabilities**

Provide details of all liabilities other than mortgages (which we have already asked you about in section J).

In this section include any credit-card balances and any short- or long-term loans, whether these are with a financial institution or under a private arrangement. Make sure the supporting documents list the name of the lender.