



## ASSISTANCE WITH FEES

Short term bursaries worth between 10% and 90% of fees may be available for current pupils of any of the Thomas's schools. The amount depends on your income, assets and family circumstances.

This type of financial help is meant to provide temporary relief during periods of difficulty such as illness, bereavement, redundancy, divorce, unexpected financial hardship; it is usually awarded for a maximum of three terms.

### HOW DO I APPLY?

1. We strongly advise that, before applying for assistance, you speak to your school Head as soon as possible to discuss your situation. The Head can offer advice if you are having difficulty paying fees, and knows the type of case that is suitable to be considered for a bursary.
2. If you then decide to apply, write to the School Bursary Office setting out a detailed and specific explanation of the reason for your application. This should include:
  - An overview of the reason for your application
  - Your current financial situation
  - Your family situation
  - Plans and hopes for resolving the current difficulties
  - Plans and hopes for your child/ren's future education

This letter is most important in helping the School Bursary Panel in the assessment process so please include as much information as possible.

3. Please find the application form below (starting on page 3 of this document). Please complete and print the form and provide supporting documents regarding your income, assets and expenses.
4. Send both the letter and the application form to:

**Mrs Lucy Horstead  
School Bursary Administrator  
Thomas's Academy  
New King's Road  
London  
SW6 4LY**

5. The School Bursary Panel reads your letter of application, the completed form and all the supporting documents regarding your income and expenses.
6. The next step is for two members of the School Bursary Panel to visit you at home to discuss your application. We realise that this is a difficult process during probably stressful times; the meeting is as much an opportunity for you to discuss and seek guidance on the options open to you as it is for the panel members better to understand your situation.
7. The full School Bursary Panel will then meet to consider your application and decide whether or not to recommend to the Principals the awarding of a bursary.
8. If your application is approved, a letter from Thomas's London Day Schools will detail the value and term of the award, and the terms and conditions.



## **APPLICATION FOR ASSISTANCE WITH FEES FOR CURRENT THOMAS'S PUPILS**

### **STATEMENT OF FAMILY AND FINANCIAL CIRCUMSTANCES**

**The School Bursary Panel attaches great importance to the Covering Letter.** Please give as full an explanation as possible of the family and financial circumstances as well as of your intentions for your child's future education. Tell us about:

- Your current family circumstances, family members and home situation, leisure activities, interests and more
- Both parents'\* work situation (job title, organisation, position held for how long, advantages/disadvantages, future opportunities, former jobs)
- Your current financial situation and future financial plans
- Your child's current school experience
- Plans for your child's future education after Thomas's
- Any additional information that you feel might be relevant

**If you have any queries or would like assistance completing this application, please contact Mrs Lucy Horstead on 020 3327 4691.**

**Please return the completed application with the photocopied supporting documents to:**

**Lucy Horstead  
Bursary Administrator  
Thomas's Foundation  
Thomas's Academy  
New King's Road  
London  
SW6 4LY**

**CONFIDENTIAL WHEN COMPLETED**

## **NOTES FOR PARENTS ON COMPLETING A SCHOOL BURSARY APPLICATION**

- Please speak to your Head of School before completing this application form.
- Assistance with fees is subject to the TERMS AND CONDITIONS outlined at the back. Please read these before starting to complete your form.
- Please complete the form by downloading it from the website. Type your answers and print it. If this is not possible please print the form and fill it in using black ink and BLOCK CAPITALS.
- Please include all documentation as requested in the DOCUMENT CHECKLIST.
- Parents\* are reminded that if false information is knowingly or thoughtlessly provided, the Principals of Thomas's London Day Schools may withdraw the award of a School Bursary and may seek to recover any benefits received.
- Where possible, both Parents/Guardians should complete this application form jointly.
- All information must be completed for both parents\* and both must sign the declaration.
- Where the parents are separated/divorced, we expect to receive two application forms, one from each parent.
- If you are applying as a single parent, and have legal sole custody of the child, please include the relevant documentation.
- If you are applying as Guardian/Fee Payer, we normally expect you to apply jointly with another Guardian (if there is more than one Guardian).
- If you have any additional information that you feel would help your application, please put it on a separate sheet or in the covering letter and include it with the form.







# PERSONAL DETAILS

## CHILD

Full name

*(please underline name generally used)*

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Date of birth

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Gender (*boy/girl*)

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Current school and year

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## PARENTS / GUARDIANS

Parent 1 \*

Parent 2 \*

Name

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Title (*Mr, Mrs, Miss, Ms, etc*)

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Person with whom the child lives  
*(please tick one or both)*

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Address

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Daytime telephone number

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Mobile telephone number

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E-mail address

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Occupation

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Are you employed/ self-employed/  
unemployed/ retired/ homemaker?

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Name of employer (*if applicable*)

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Are you a company director?

YES / NO

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YES / NO

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If yes, please provide details of  
share holdings

%

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%

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Name of company (*if applicable*)

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## DEPENDENT CHILDREN

Please list ALL the children whom you support financially including the child you are applying for.

	1	2	3	4
Name	_____	_____	_____	_____
Date of birth	_____	_____	_____	_____
Age	_____	_____	_____	_____
Gender ( <i>boy / girl</i> )	_____	_____	_____	_____
Name of current school / college	_____	_____	_____	_____
Type of school ( <i>day / boarding / state / private</i> )	_____	_____	_____	_____
	£	£	£	£
Annual school fees / other educational fees/bursaries ( <i>if applicable</i> )	_____	_____	_____	_____
Clubs / other activities ( <i>e.g. sport, music, drama</i> )	_____	_____	_____	_____
Amount of fees shown above covered by Bursaries/ scholarships/ other allowances given by the school ( <i>if applicable</i> )	_____	_____	_____	_____
Assistance from other sources ( <i>if applicable, e.g. grandparents, trusts</i> )	_____	_____	_____	_____
Child's annual income ( <i>e.g. from interest on savings, trusts</i> )	_____	_____	_____	_____
Any other childcare costs ( <i>e.g. childminder</i> )	_____	_____	_____	_____

Any other dependents whom you support financially

\_\_\_\_\_

## FINANCIAL DETAILS

These sections must be completed in full. **Enter 'NIL' if applicable but do not leave any blanks.**

Income, expenditure and capital valuations should be for **the date the form is signed** or **the most recent tax year** where appropriate.

If figures entered differ significantly from previous years or may be different in the future please tell us why on a separate piece of paper or in your covering letter.

Please provide photocopies of documents as detailed on the enclosed **DOCUMENTATION CHECKLIST**.

We appreciate that some of the answers may be 'nil' and that you will have to do a fair amount of work to supply the information to us. Please understand our need to have a full and accurate disclosure.

## ANNUAL INCOME (UK AND OVERSEAS)

(all income is to be stated gross)

<b>a) Regular Income</b>	<b>Parent 1 *</b>	<b>Parent 2 *</b>
	<b>£</b>	<b>£</b>
Gross salary	_____	_____
Any bonuses	_____	_____
Income from other jobs	_____	_____
Benefits in kind provided free by employer (e.g. car, housing, health insurance etc., please be specific)	_____	_____
Pension or retirement pay (if applicable)	_____	_____
Profit from business or profession (last 12 months)	_____	_____
Building Society, Bank and other interests	_____	_____
Gross rental income from properties (UK and overseas)	_____	_____
Any other income from UK or overseas	_____	_____
Income from ISAs, capital gains, endowment plans, life assurances, investment bonds (last three years)	_____	_____
Maintenance & alimony payments received	_____	_____
<b>TOTAL REGULAR INCOME</b>	_____	_____

**b) Government Assistance  
(Benefits)**

**Parent 1 \***

**Parent 2 \***

£

£

Universal credit

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Child benefit

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Child tax credit

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Working tax credit

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Housing benefit

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Council tax reduction

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Jobseeker's Allowance

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Disability Living Allowance

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Other benefits (please specify)

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**TOTAL GOVERNMENT  
BENEFITS**

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**c) Lump Sum Payments**

**Parent 1 \***

**Parent 2 \***

£

£

Redundancy payments

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Disposal (sale) of assets in the  
last three years (*e.g. properties,  
shareholdings*)

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Inheritances received in the last  
three years (*please be specific*)

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Donations or lump sum  
payments

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**TOTAL LUMP SUM  
PAYMENTS**

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**TOTAL ANNUAL INCOME  
(a + b + c)**

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\*or guardian or other fee payer

**ALL UK & OVERSEAS ASSETS**

*(at current market value)*

**Parent 1 \***  
(to the nearest £1000)

**Parent 2 \***  
(to the nearest £1000)

House value

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Other houses / properties *(if applicable; please give details including addresses)*

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Car /s

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Valuable possessions  
*(insurance value of home contents and personal valuable items)*

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Building society deposits / savings accounts

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Cash in bank

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Investments/ shares/ bonds/ ISAs/ trusts *(give specific details using a separate piece of paper if necessary)*

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Any other assets *(value of business, assets abroad etc)*

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Pension assets *(please list **ALL pensions**, the value and date of maturity)*

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**TOTAL ASSETS**

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**TAXATION****Parent 1 \*****Parent 2 \***

£

£

Tax on income

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Tax on capital gains

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National Insurance

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**TOTAL TAX / NATIONAL  
INSURANCE**

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**ANNUAL EXPENDITURE****Parent 1 \*****Parent 2 \***

£

£

Mortgage repayments

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Rent

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Council Tax

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Electricity

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Gas

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Water

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Telephones / Broadband / TV /  
Mobiles

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*Car (maintenance, petrol,  
parking, finance, insurance)*

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Regular travel expenses  
(excluding car)

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House insurance

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Life insurance

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Food expenses

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Clothing

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Medical expenses	_____	_____
Pet expenses	_____	_____
Child care expenses	_____	_____
Tutors	_____	_____
Children's clubs	_____	_____
Maintenance and alimony payments	_____	_____
Pension contributions	_____	_____
School fees paid, including extras <i>(after subtracting any assistance or scholarships)</i>	_____	_____
Any other significant expenditure	_____	_____
<b>TOTAL ANNUAL EXPENDITURE</b>	_____	_____

<b>DEBTS</b>	<b>Parent 1 *</b>	<b>Parent 2 *</b>
	£	£
Outstanding mortgage value	_____	_____
2 <sup>nd</sup> Mortgage <i>(if applicable)</i>	_____	_____
Bank overdrafts	_____	_____
All loans	_____	_____
Credit card balances	_____	_____
Car finance	_____	_____
Any other borrowing <i>(e.g. from family, friends, employer)</i>	_____	_____
<b>TOTAL DEBTS</b>	_____	_____

\*or guardian or other fee payer

## DOCUMENTATION CHECKLIST

- Please ensure your application is complete.
- Please provide copies of the documentation that supports your completed application form including, if applicable, legal custody documents
- Please tick the appropriate boxes below or write n/a if not applicable.
- If you have additional documentation that you think is relevant to your application, please include it.



**INCOME**

*(please include all UK and any overseas income)*

**Parent 1 \*****Parent 2 \***

Last three payslips

For shareholders of private limited companies, a copy of the latest available accounts

Dividend certificates

Statements of interest received

Statement of rental income other than those included in your tax return

Documentation of income from ISA, trusts, endowment plans, life assurances, investment bonds, capital gains  
*(if not included in your self-assessment return)*

Documentation of maintenance &amp; alimony payments received

Statements of ALL government assistance (Benefits) received

Redundancy documentation

Documentation of sales of assets

Inheritance documentation

Any other documentation relating to INCOME  
*(please specify)*

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**ASSETS***(please include all UK and any overseas assets)***Parent 1 \*****Parent 2 \***House value *(if made personally please state how)*

Value of other properties

Insurance documents

- Car

- House

- Other valuable possessions

Last three months' bank statements

*(for ALL bank accounts including business accounts)*

Last three months' savings statement

*(for ALL Savings Accounts)*

Any other documentation in relation to ASSETS

*(please specify)***TAXATION****Parent 1 \*****Parent 2 \***Latest available HMRC self-assessment return and  
HMRC tax calculation

P60 (end of financial year)

P45 (end of employment)

Any other documentation relating to TAXATION

*(please specify)*

**EXPENDITURE / LIVING EXPENSES**

	<b>Parent 1 *</b>	<b>Parent 2 *</b>
Mortgage statements ( <i>for ALL mortgages</i> )	<input type="checkbox"/>	<input type="checkbox"/>
Credit card statements ( <i>last three months for ALL credit cards</i> )	<input type="checkbox"/>	<input type="checkbox"/>
Rent statement	<input type="checkbox"/>	<input type="checkbox"/>
Council Tax Bill	<input type="checkbox"/>	<input type="checkbox"/>
Last two utilities bills including:		
- Electricity	<input type="checkbox"/>	<input type="checkbox"/>
- Gas	<input type="checkbox"/>	<input type="checkbox"/>
- Water	<input type="checkbox"/>	<input type="checkbox"/>
- Telephone / Broadband / Television / Mobile	<input type="checkbox"/>	<input type="checkbox"/>
Bank statements ( <i>last three months for ALL accounts</i> )	<input type="checkbox"/>	<input type="checkbox"/>
Savings Statements ( <i>last three months for ALL accounts</i> )	<input type="checkbox"/>	<input type="checkbox"/>
Documentation of maintenance or alimony payments	<input type="checkbox"/>	<input type="checkbox"/>
Any other documentation relating to EXPENDITURE ( <i>please specify</i> )	<input type="checkbox"/>	<input type="checkbox"/>

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**DEBTS**

**Parent 1 \***

**Parent 2 \***

Bank overdrafts (*All accounts*)

Bank loans (*All accounts*)

Other loans (*All accounts*)

Company liabilities (*All accounts*)

Any other loan agreements

Any other documentation relating to DEBTS  
(*please specify*)

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**LEGAL CUSTODY**

Supporting documents  
(*please specify*)

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The School Bursary Panel expects applicants to have made serious endeavours to obtain support from family members or friends where appropriate. Which family members have you approached and have any contributions been offered?

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Any other relevant information:

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School Bursaries awarded are up to a maximum of 90% of the annual school fees. How much do you think you can personally contribute?

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\*or guardian or other fee payer

## DECLARATION AND SIGNATURES

I/We declare that I/we have checked this form and to the best of my/our knowledge all information provided is a true and correct representation of the facts relevant to this application.

I/We undertake to renew this statement if called upon to do so and in any case to report immediately to the School Bursary Panel any material change in the financial position detailed.

I/We understand that if false information is knowingly or thoughtlessly provided, the Principals of Thomas's London Day Schools may withdraw the bursary award and seek to recover any benefits received under the award.

I/We have read and understood the bursary TERMS AND CONDITIONS.

I/We give explicit consent to the disclosure of the information

I/We have supplied to the members of the School Bursary Panel and to the Principals of Thomas's London Day Schools.

I/We understand that the information will not be disclosed to other parties without my/our written consent in each case.

Date:	Signature:	Parent 1/ Guardian/ Other fee payer (please circle)
_____	_____	
Date:	Signature:	Parent 2/ Guardian/ Other fee payer (please circle)
_____	_____	

## TERMS AND CONDITIONS

### 1. Award of a School Bursary

The award of a School Bursary, its amount, its duration and any renewal of it are at the discretion of the Principals of Thomas's London Day Schools (TLDS).

### 2. Obligations of the Pupil

The recipient of a School Bursary is expected to work hard, to contribute positively to life at Thomas's, to be a credit to the school and set a good example to other pupils.

### 3. Obligations of the Parents\*

Parents\* of a School Bursary recipient must

- pay the share of fees not met by the award of a School Bursary
- cover all extra expenses unless informed otherwise by TLDS
- supply truthful and complete information and update this information if asked by the School Bursary Panel
- notify the School Bursary Panel immediately of any change in personal or financial circumstances
- support and encourage the pupil to fulfil his or her obligations
- uphold the aims and good name of Thomas's London Day Schools

### 4. Withdrawal or reduction of a School Bursary

The award of a School Bursary will be withdrawn or reduced by written notice to a parent\* if in the opinion of the School Bursary Panel acting in good faith

- the pupil or a parent\* has not complied with their respective obligations set out above,
- the financial circumstances of the parents\* have improved materially
- the amount payable by the parents\* remains unpaid 28 days after a written reminder has been sent out to the parents\*.

Withdrawal or reduction of a School Bursary will take effect from the start of the following term.

### 5. Incorrect or incomplete Information – Repayment

Parents\* will be required upon written notice to repay immediately all or part of the School Bursary benefits received if a parent\* has supplied information which in the opinion of the School Bursary Panel is incorrect or incomplete or if they have failed to supply additional information about any change in personal or financial circumstances that could affect the assessment or reassessment by the School Bursary Panel.

### 6. Confidentiality

The School Bursary Panel will observe strict confidentiality concerning the circumstances of parents\* and any information received from parents\* or third parties in connection with a School Bursary. Similarly, parents\* are required to keep their dealings with the School Bursary Panel confidential.