

**Application for a**

**Thomas’s Foundation Bursary**

This application includes:

1. Your covering letter
2. The application form

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| 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 HorsteadBursary AdministratorThomas’s FoundationThomas’s AcademyNew King’s RoadLondonSW6 4LYlhorstead@thomassfoundation.org.uk |

CONFIDENTIAL WHEN COMPLETED

# 1. Your Covering Letter

The Thomas’s Foundation (TF) Bursary Committee attaches great importance to the Covering Letter. Please give as full an explanation as possible of your family and financial circumstances as well as 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, 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

**Covering Letter**

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| \*or guardian or other fee payer |
| **Covering Letter** |
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| \*or guardian or other fee payer |
| **Covering Letter** |
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\*or guardian or other fee payer

# 2. Application Form

* Please note that before completing the application form, your child should have already registered at Thomas’s.
* 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, TF may withdraw the Bursary Award and may seek to recover any benefits received.
* Where possible, both Parents/Guardians should complete this application form jointly 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 which you feel would help your application, please put it on a separate sheet or in the covering letter and include it with the form.
* TF Bursaries are subject to the TERMS AND CONDITIONS as outlined on the last page of this form. Please read these carefully before starting to complete your form.

\*or guardian or other fee payer

**Thomas’s Foundation**

**Bursary Application Form**

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| --- |
| 1. Child - Personal Details |
|  |
| Full name (please underline name generally used) |  |  |
|  |
| Date of birth |  |  |
|  |
| Gender (boy/girl) |  |  |
|  |
| Current school |  |  |
|  |
| Current school year |  |  |
|  |

|  |
| --- |
| 2. Parents/Guardians - Personal Details |
|  | Parent 1\* |  | Parent 2\* |
|  |
| Name |  |  |  |  |
|  |
| Title (Mr, Mrs, Miss, Ms, etc.) |  |  |  |  |
|  |  |
| Person with whom the child lives |[ ]   |[ ]   |
|  |
| Address |  |  |  |  |
|  |
| Phone number |  |  |  |  |
|  |
| E-mail address |  |  |  |  |
|  |
| Occupation |  |  |  |  |
|  |
| Are you: |[ ]  Employed |  |[ ]  Employed |  |
|  |[ ]  Self Employed |  |[ ]  Self Employed |  |
|  |[ ]  Unemployed |  |[ ]  Unemployed |  |
|  |[ ]  Retired |  |[ ]  Retired |  |
|  |[ ]  Homemaker |  |[ ]  Homemaker |  |
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\*or guardian or other fee payer

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| --- |
| 2. Parents/Guardians - Personal Details - Continued |
|  |
| Name of employer (if applicable) |  |  |  |  |
|  |
| Are you a company director? | [ ]  Yes [ ]  No |  | [ ]  Yes [ ]  No |  |
|  |
| If yes, please provide details of share holdings |  | % |  |  | % |  |
|  |  |
|  |
| Name of company (if applicable) |  |  |  |  |
|  |
|  |

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| --- |
| 3. Dependent Children |
|  | 1 |  | 2 |  | 3 |  | 4 |  |
|  |
| Name |  |  |  |  |  |  |  |  |
|  |
| Date of birth |  |  |  |  |  |  |  |  |
|  |
| Age |  |  |  |  |  |  |  |  |
|  |
| Gender (boy/girl) |  |  |  |  |  |  |  |  |
|  |
| Name of current school/college |  |  |  |  |  |  |  |  |
|  |
|  |
| Type of school (day / boarding / state / private) |  |  |  |  |  |  |  |  |
|  |
|  | £ |  | £ |  | £ |  | £ |  |
| Annual school fees/ other educational fees/bursaries (if applicable) |  |  |  |  |  |  |  |  |
|  |
|  |
| Clubs / other activities (e.g. sport, music, drama) |  |  |  |  |  |  |  |  |
|  |  |
|  |
|  |
| Amount of fees shown above covered by Bursaries/scholarships/ other allowances given by the school (if applicable) |  |  |  |  |  |  |  |  |
|  |  |

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| 3. Dependent Children - continued |
|  | £ |  | £ |  | £ |  | £ |  |
| Assistance from other sources (if applicable, e.g.grandparents, trusts) |  |  |  |  |  |  |  |  |
|  |  |
|  |
| Child’s annual income (e.g. from interest on savings, trusts) |  |  |  |  |  |  |  |  |
|  |  |
|  |
| Any other childcare costs (e.g. childminder) |  |  |  |  |  |  |  |  |
|  |  |
| Any other dependentswhom you support |  |  |
|  |  |

## 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.

|  |
| --- |
| 4. ANNUAL INCOME (UK AND OVERSEAS) (all income is to be stated gross) |
| **a) Regular Income** | Parent 1\*£ |  | Parent 2\*£ |
| Gross salary (PAYE income/self-employed income) |  |  |  |  |
|  |
| 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 or dividends from business or profession(last 12 months) |  |  |  |  |
|  |  |
| Building Society, Bank and other interests |  |  |  |  |
|  |  |
| Rental income from properties (after deducting mortgage payments, expenses and agency fees) |  |  |  |  |
|  |  |
| Any other income from UK or overseas |  |  |  |  |
|  |  |
| Income from ISAs, capital gains, endowment plans, life assurances, investment bonds |  |  |  |  |
|  |  |
| Maintenance & alimony payments received |  |  |  |  |
|  |  |
| **TOTAL REGULAR INCOME** |  |  |  |  |
|  |  |

\*or guardian or other fee payer

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| 4. ANNUAL INCOME (UK AND OVERSEAS) (all income is to be stated gross) |
| **b) Government Assistance (Benefits)** | Parent 1\*£ |  | Parent 2\*£ |
| Universal credit |  |  |  |  |
|  |
| Child benefit |  |  |  |  |
|  |
| Child tax credit |  |  |  |  |
|  |
| Working tax credit |  |  |  |  |
|  |
| Housing benefit |  |  |  |  |
|  |
| Council tax reduction |  |  |  |  |
|  |
| Employment Support Allowance |  |  |  |  |
|  |
| Personal Independence Payment (PIP) |  |  |  |  |
|  |
| Other benefits (please specify) |  |  |  |  |
|  |
| TOTAL GOVERNMENT BENEFITS |  |  |  |  |
|  |
| **c) Lump Sum Payments** | Parent 1\*£ |  | Parent 2\*£ |
| Redundancy payments |  |  |  |  |
|  |
| Disposal (sale) of assets in the last three years (e.g. properties, shareholdings) |  |  |  |  |
|  |  |
| Inheritances received in the last three years (please be specific) |  |  |  |  |
|  |  |
| Donations or lump sum payments |  |  |  |  |
|  |  |
| TOTAL LUMP SUM PAYMENTS |  |  |  |  |
|  |
| TOTAL INCOME (a + b + c) |  |  |  |  |
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\*or guardian or other fee payer

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| 5. ANNUAL EXPENDITURE |
| **a) Taxation** | Parent 1\*£ |  | Parent 2\*£ |
| Income Tax (PAYE)  |  |  |  |  |
|  |
| National Insurance |  |  |  |  |
|  |
| Tax on capital gains |  |  |  |  |
|  |
| TOTAL TAX / NATIONAL INSURANCE |  |  |  |  |
|  |  |
| **b) Expenses** |  |  |
|  |  |  |  |  |
| Mortgage repayments |  |  |
|  |
| Rent |  |  |  |  |
|  |
| Council Tax |  |  |  |  |
|  |
| Electricity |  |  |  |  |
|  |
| Gas |  |  |  |  |
|  |
| Water |  |  |  |  |
|  |
| Telephones / Broadband / TV /Mobiles |  |  |  |  |
|  |
| Car (maintenance, petrol, parking, finance, insurance) |  |  |  |  |
|  |
| Public transport expenses |  |  |  |  |
|  |  |
| House insurance |  |  |  |  |
|  |  |
| Life insurance |  |  |  |  |
|  |  |
| Food |  |  |  |  |
|  |  |  |  |  |
| Clothing |  |  |  |  |
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\*or guardian or other fee payer

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| 5. ANNUAL EXPENDITURE (continued) |
|  | Parent 1\*£ |  | Parent 2\*£ |  |
| Medical expenses |  |  |  |  |
|  |
| Pet expenses |  |  |  |  |
|  |
| Child care expenses/nursery expenses  |  |  |  |  |
|  |
| Tutors |  |  |  |  |
|  |
| Children’s clubs/activities |  |  |  |  |
|  |
| Maintenance and alimony payments |  |  |  |  |
|  |
| Pension contributions |  |  |  |  |
|  |  |  |  |  |
| Annual credit card repayments |  |  |  |  |
|  |  |  |  |  |
| Annual loan repayments |  |  |  |  |
|  |  |
| School fees paid, including extras (after subtracting any assistance or scholarships) |  |  |  |  |
|  |  |  |  |
| University support |  |  |  |  |
|  |
| Any other significant expenditure |  |  |  |  |
|  |  |
| TOTAL ANNUAL EXPENDITURE (a+b) |  |  |  |  |
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\*or guardian or other fee payer

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| 6. ALL UK & OVERSEAS ASSETS (at current market value) |
|  | Parent 1\*(to the nearest £1000) |  | Parent 2\*(to the nearest £1000) |
| House value |  |  |  |  |
|  |
| Other houses / properties (if applicable; please give details including addresses) |  |  |  |  |
|  |  |
|  |
| Car /s |  |  |  |  |
|  |
| Valuable possessions (insurance value of home contents and personal valuable items) |  |  |  |  |
|  |  |
|  |
| Building society deposits /savings accounts |  |  |  |  |
|  |  |
| Cash in bank |  |  |  |  |
|  |
| Investments/ shares/ bonds/ISAs/ trusts (give specific details using a separate pieceof paper if necessary) |  |  |  |  |
|  |  |
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|  |
| Any other assets (value of business, assets abroad etc) |  |  |  |  |
|  |  |
| Pension value (please list ALL pensions) |  |  |  |  |
|  |  |
|  |
| TOTAL ASSETS |  |  |  |  |
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\*or guardian or other fee payer

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| 7. DEBTS |
|  | Parent 1\*£ |  | Parent 2\*£ |
| Outstanding mortgage value |  |  |  |  |
|  |
| 2nd Mortgage (if applicable) |  |  |  |  |
|  |
| Bank overdrafts |  |  |  |  |
|  |
| All loans |  |  |  |  |
|  |
| Credit card balances |  |  |  |  |
|  |
| Car finance balance |  |  |  |  |
|  |
| Any other borrowing (e.g. from family, friends, employer |  |  |  |  |
|  |
| **TOTAL DEBTS** |  |  |  |  |
|  |

\*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
* If you have additional documentation that you think is relevant to your application, please include it.

# Documents to be supplied:

[ ]  Last 3 payslips for each applicant

[ ]  Most recent P60 for each applicant

[ ]  3 months bank statements for all accounts for each applicant

[ ]  3 months credit card statements **for all accounts** for each applicant

[ ]  Benefits/tax credits/universal credits letters for each applicant if appropriate

[ ]  Latest self-assessment tax calculation for each applicant if appropriate

[ ]  Savings and investments statements **for all accounts** for each applicant

[ ]  Latest mortgage statement or rent agreement

[ ]  Latest loan statement

[ ]  Latest pension valuation if over 55

[ ]  Home insurance schedule

Any other appropriate documents to support your application

Legal Custody - please supply supporting documentation



**Declara****tion and Signatures**

The Trustees of the TF expect 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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|  |

Please indicate how much you feel you can contribute to school fees each term:

|  |
| --- |
|  |

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 annually, when called upon to do so and in any case to report immediately to the Chair of Trustees of TF any material change in the financial position detailed.

I/We understand that if false information is knowingly or thoughtlessly provided, TF may withdraw the TF Bursary award and seek to recover any benefits received under the award.

I/we have read and understood the TF Bursary TERMS AND CONDITIONS.

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

I/We have supplied to the members of the TF Bursary Committee, to the Trustees of TF 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. Please refer to our privacy notice on the website [www.thomassfoundation.org.uk](http://www.thomassfoundation.org.uk/) for more information.

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

\*or guardian or other fee payer



**Terms and Conditions**

### 1. Award of a TF Bursary

The award of any TF Bursary, its amount, its duration and any renewal of it are at the absolute discretion of the Trustees of Thomas’s Foundation (TF).

### 2. Obligations of the Pupil

The recipient of a TF 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. These matters will be monitored by the TF Bursaries Committee through regular school updates.

### 3. Obligations of the Parents\*

Parents\* of a TF Bursary recipient must

* supply truthful and complete information and update this information annually
* notify Trustees 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 and TF
* pay the share of fees not met by the award of a TF Bursary
* cover all extra expenses unless informed otherwise by TF

### 4. Withdrawal of a TF Bursary

The award of a TF Bursary will be withdrawn by written notice to a parent\* if in the opinion of the Trustees 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\*
* 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 TF 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 TF Bursary benefits received if a parent\* has supplied information which in the opinion of the Trustees 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 TF Bursary Committee.

### 6. Confidentiality

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

### 7. Secondary Education

The Head of the Thomas’s school which the TF Bursary recipient attends and the TF senior schools advisor can give advice and support at the appropriate time on applying for financial assistance at the pupil’s next school if required.
\*or guardian or other fee payer