



Application for a Thomas's Foundation Bursary

This application includes:

1. **Your covering letter**
2. **The application form**

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

lhorstead@thomassfoundation.org.uk

CONFIDENTIAL WHEN COMPLETED

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

1. Child - Personal Details

Full name <small>(please underline name generally used)</small>	<input type="text"/>
Date of birth	<input type="text"/>
Gender (boy/girl)	<input type="text"/>
Current school	<input type="text"/>
Current school year	<input type="text"/>

2. Parents/Guardians - Personal Details

	Parent 1*	Parent 2*
Name	<input type="text"/>	<input type="text"/>
Title <small>(Mr, Mrs, Miss, Ms, etc.)</small>	<input type="text"/>	<input type="text"/>
Person with whom the child lives	<input type="radio"/>	<input type="radio"/>
Address	<input type="text"/>	<input type="text"/>
Phone number	<input type="text"/>	<input type="text"/>
E-mail address	<input type="text"/>	<input type="text"/>
Occupation	<input type="text"/>	<input type="text"/>
Are you:	<input type="radio"/> Employed <input type="radio"/> Self Employed <input type="radio"/> Unemployed <input type="radio"/> Retired <input type="radio"/> Homemaker	<input type="radio"/> Employed <input type="radio"/> Self Employed <input type="radio"/> Unemployed <input type="radio"/> Retired <input type="radio"/> Homemaker

*or guardian or other fee payer

2. Parents/Guardians - Personal Details - Continued

Name of employer (if applicable)	<input type="text"/>	<input type="text"/>
Are you a company director?	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
If yes, please provide details of share holdings	<input type="text"/> %	<input type="text"/> %
Name of company (if applicable)	<input type="text"/>	<input type="text"/>

3. Dependent Children

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

3. Dependent Children - continued

	£	£	£	£
Assistance from other sources <small>(if applicable, e.g. grandparents, trusts)</small>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Child's annual income <small>(e.g. from interest on savings, trusts)</small>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Any other childcare costs <small>(e.g. childminder)</small>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Any other dependents whom you support	<input type="text"/>			

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

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)

*or guardian or other fee payer

5. ANNUAL EXPENDITURE

	Parent 1* £	Parent 2* £
a) Taxation		
Income Tax (PAYE)	<input type="text"/>	<input type="text"/>
National Insurance	<input type="text"/>	<input type="text"/>
Tax on capital gains	<input type="text"/>	<input type="text"/>
TOTAL TAX / NATIONAL INSURANCE	<input type="text"/>	<input type="text"/>
b) Expenses		
Mortgage repayments	<input type="text"/>	<input type="text"/>
Rent	<input type="text"/>	<input type="text"/>
Council Tax	<input type="text"/>	<input type="text"/>
Electricity	<input type="text"/>	<input type="text"/>
Gas	<input type="text"/>	<input type="text"/>
Water	<input type="text"/>	<input type="text"/>
Telephones / Broadband / TV / Mobiles	<input type="text"/>	<input type="text"/>
Car (maintenance, petrol, parking, finance, insurance)	<input type="text"/>	<input type="text"/>
Public transport expenses	<input type="text"/>	<input type="text"/>
House insurance	<input type="text"/>	<input type="text"/>
Life insurance	<input type="text"/>	<input type="text"/>
Food	<input type="text"/>	<input type="text"/>
Clothing	<input type="text"/>	<input type="text"/>

*or guardian or other fee payer

5. ANNUAL EXPENDITURE (continued)

	Parent 1* £	Parent 2* £
Medical expenses	<input type="text"/>	<input type="text"/>
Pet expenses	<input type="text"/>	<input type="text"/>
Child care expenses/nursery expenses	<input type="text"/>	<input type="text"/>
Tutors	<input type="text"/>	<input type="text"/>
Children's clubs/activities	<input type="text"/>	<input type="text"/>
Maintenance and alimony payments	<input type="text"/>	<input type="text"/>
Pension contributions	<input type="text"/>	<input type="text"/>
Annual credit card repayments	<input type="text"/>	<input type="text"/>
Annual loan repayments	<input type="text"/>	<input type="text"/>
School fees paid, including extras (after subtracting any assistance or scholarships)	<input type="text"/>	<input type="text"/>
University support	<input type="text"/>	<input type="text"/>
Any other significant expenditure	<input type="text"/>	<input type="text"/>
TOTAL ANNUAL EXPENDITURE (a+b)	<input type="text"/>	<input type="text"/>

*or guardian or other fee payer

6. ALL UK & OVERSEAS ASSETS (at current market value)

	Parent 1* (to the nearest £1000)	Parent 2* (to the nearest £1000)
House value	<input type="text"/>	<input type="text"/>
Other houses / properties (if applicable; please give details including addresses)	<input type="text"/>	<input type="text"/>
Car /s	<input type="text"/>	<input type="text"/>
Valuable possessions (insurance value of home contents and personal valuable items)	<input type="text"/>	<input type="text"/>
Building society deposits / savings accounts	<input type="text"/>	<input type="text"/>
Cash in bank	<input type="text"/>	<input type="text"/>
Investments/ shares/ bonds/ ISAs/ trusts (give specific details using a separate piece of paper if necessary)	<input type="text"/>	<input type="text"/>
Any other assets (value of business, assets abroad etc)	<input type="text"/>	<input type="text"/>
Pension value (please list ALL pensions)	<input type="text"/>	<input type="text"/>
TOTAL ASSETS	<input type="text"/>	<input type="text"/>

*or guardian or other fee payer

7. DEBTS

	Parent 1* £	Parent 2* £
Outstanding mortgage value	<input type="text"/>	<input type="text"/>
2nd Mortgage (if applicable)	<input type="text"/>	<input type="text"/>
Bank overdrafts	<input type="text"/>	<input type="text"/>
All loans	<input type="text"/>	<input type="text"/>
Credit card balances	<input type="text"/>	<input type="text"/>
Car finance balance	<input type="text"/>	<input type="text"/>
Any other borrowing (e.g. from family, friends, employer)	<input type="text"/>	<input type="text"/>
TOTAL DEBTS	<input type="text"/>	<input type="text"/>

*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



Declaration 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?

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 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