

Bursary Application Form

Beaulieu is a caring educational community where each student is welcomed and valued. This Catholic school provides a Christian environment in which opportunities are offered to each student to develop their talents to the full.

Introduction

We are an inclusive school that wants to offer as many children as possible the opportunity to come to Beaulieu. Your request will be treated in the strictest confidence, and we only ask for information that is deemed necessary, so we can fairly assess your request for financial assistance. Any offer of a Bursary is subject to a level of due diligence to ensure we offer Bursaries to those that genuinely need support. All Bursaries are subject to an annual review, although a simplified approach is taken in most instances (we may only ask for a copy of the most recent Jersey Tax return). The Bursary can also be extended to include other costs on a case-by-case basis.

We will use the term “Parents” when referring to applicants but appreciate the applicant/s may not be the parent.

Parents experiencing short term financial shocks may also apply for a temporary Bursary.

We assess every application based on the following eligibility criteria:

- The academic achievements of the child, both actual and potential (New to Beaulieu ONLY).
- Whether the child/family are practicing Catholics (New to Beaulieu ONLY).
- Number of years the child has been with Beaulieu (Existing to Beaulieu ONLY).
- Whether there are already sibling/s at the school. This includes the consideration of existing Bursaries offered to those children.
- Financial position of the family including total earned and unearned income. This includes cost of living short term financial shocks.
- **Other information provided by the parent/s that they felt was relevant to their child’s application.**

The information you provide will be subject to the data protection and privacy rules that the school complies with.

Guidance for completing this form.

1. Please mark any sections that are not relevant to you as “not applicable.”
2. Where both parents remain financially responsible for the children, both parents are required to complete the form. If parents are divorced or separated and now live with another partner that is legally responsible for the child, that person’s income and assets must also be included. Unless agreed otherwise by the school or a court order, the fees are the responsibility of both parents equally.
3. We can only consider applications that are accompanied with a copy of your Tax Assessment summary page for the most recent tax year. If the date of that last tax return is deemed too far in the past vs the date of the Bursary application, we may ask for additional information such as copies of your last three month’s pay slips, your mortgage statement or tenancy agreement.
4. If assets are held jointly, please enter “joint” in the secondary persons field or the other legally responsible persons field if applicable.
5. If your personal or financial circumstances change during the application process or the academic year, you should notify us within 28 days.

Please ensure you complete the form as accurately and as honestly as possible. Material non-disclosure of information may result in the immediate suspension of the Bursary and potentially jeopardize your child’s place at Beaulieu.

Childs Details

Child 1

Child 2

Full Name:		Full Name:	
Date of Birth:		Date of Birth:	
Academic Year joined/would like to join Beaulieu		Academic Year joined/would like to join Beaulieu	
Main Residence of Child. Please Circle	Both Parents / Mother / Father	Main Residence of Child. Please Circle	Both Parents / Mother / Father
Current School Year		Current School Year	
Siblings at School		Siblings at School	
Practicing Catholic		Practicing Catholic	
Predicted Grades,		Predicted Grades,	
Bursary Percentage required.		Bursary Percentage required.	
New to School	Yes	No	New to School
			Yes
			No

Parents/Guardian Details

	Mother/Parent 1	Father/Parent 2	Other legally responsible adult/s
Surname			
First names			
Address:			
Telephone (daytime)			
Telephone (evening)			
Email			
Occupation, Please Specify Full time or Part-time			
Employer			
Marital Status Single, married, or civil partner, in a partnership, separated or divorced from the other parent.			
Who will be responsible for the fees. Please enter 100% each if there is no court order in place or the school has			

not agreed to any formal split of responsibilities.			
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FINANCIAL DETAILS

Income

Income	Mother/Parent 1	Father/Parent 2	Other legally responsible adult/s
Total Gross Income in line with your Jersey Tax return summary for the most recent fiscal year			
Additional Income received that did not require disclosure on your Jersey Tax return summary, including any maintenance payments or informal loan repayments to you			
Totals			

Assets – Property

	Mother/Parent 1	Father/Parent 2	Other legally responsible adult/s
Address of property if different to the above			
Description (flat, house, no of bedrooms)			
Value (gross)			
Outstanding mortgage			
Joint owner/s			
If renting and not a homeowner, please state			

Other - Assets

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

Additional information:

Outgoings

	Monthly costs
Total Household Monthly income including Maintenance/income support	
Mortgage/Rent	
Food	
Utility bills and insurances (both general and other)	
Private Pension contributions	
Debt repayments	
Lifestyle costs including holidays	
Childcare or nursery	
Existing School fees (total) and school trips	
Higher education tuition fees or maintenance	
Other regular expenses	
Remaining Total monthly after expenditure	

Your proposed contribution towards the fees:

On a monthly basis, what amount of money do you feel you are able to pay for each child towards the school fees?

Additional information to support your application.

The Decision-making process:

- **Step One** – Parents complete the application form and submit this to the school with the appropriate evidence to support the application. Parents are encouraged to specify what level of Bursary is requested and why.
- **Step Two** – Beaulieu will review the case.
- **Step Three** – Beaulieu will issue a decision which will be either:
 1. Support the application and offer an amount which will be expressed in percentage terms and financial value terms. This may be different to the one the applicant requested.
 2. Not support the application but provide rationale as to why.

Your undertaking and declaration:

I/We understand that if our child is awarded a Bursary by Beaulieu I/we agree to undertake the following:

- Not to disclose the nature and amount of the Bursary you have been awarded.
- To inform the school of any changes to your circumstances within 28 days
- To understand that failure to disclose relevant information could result in withdrawal of the bursary and the loss of your child's place at Beaulieu.

	Print name	Signature	Date
Parent 1			
Parent 2			
Other legally responsible adult			
Other legally responsible adult			

DATA PROTECTION

The information you provide will be processed in accordance with the Data Protection (Jersey) Law 2018 for the purposes of administering a bursary and determining eligibility for an award.

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.

