



**St Margaret's School for Girls**

**CONFIDENTIAL STATEMENT OF FINANCIAL CIRCUMSTANCES IN SUPPORT OF A BURSARY APPLICATION FOR SESSION 2025-2026**

Bursary awards provide an excellent opportunity for girls in 6J upwards to benefit from an education at St Margaret's School for Girls. The maximum level of fee remission is 100%. Awards are based on academic performance and financial need and are re-assessed every 2 years to take account of any changes in financial circumstances.

This form must be completed in full and with all the required supporting documentation. If it is received incomplete your application will not be considered. Full details for completion are contained at the end. Documents are to include, but are not restricted to, the following:

- Latest P60s and P45s where applicable
- HMRC tax return for 2023-24 (if required by HMRC)
- 3 most recent payslips
- Current Mortgage statements
- All bank account statements for most recent 3 months
- Other supporting documents as applicable

If self-employed:

- Tax return to 5 April 2024
- Accounts/Accountant statement

Completed applications with all supporting documents should be submitted to: The Head of Finance & Operations, St Margaret's School for Girls, 15 – 17 Albyn Place, Aberdeen AB10 1RU or preferably by email to [j.innes@st-margaret.uk](mailto:j.innes@st-margaret.uk).

<b>Name of child and year group applied for</b>	
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<b>Parents' details</b>		
	Father/Step Father/Guardian	Mother/Step Mother/Guardian
Names and title		
Address		
Mobile number		
Email Address		
Are you employed, self-employed, unemployed or retired?		
Job title		

<b>Income for the financial year 23/24:</b>		
Gross Salary for year to 5 <sup>th</sup> April 2024		
Business Profits/self-employed earnings		
Gross Pensions received		
Investment income		
Redundancy or termination payment		
Government benefits		
Income from properties		
Any other income not included above		

<b>Expected annual income from 5 April 2024 to 6 April 2025</b>		
Expected Gross salary for full year to April 2025		
Business Profits/self-employed earnings		
Gross Pensions received		
Investment income		
Redundancy or termination payment		
Government benefits		
Income from properties		
Any other income not included above		

<b>Property (Required: evidence of mortgage, rent and council tax)</b>		
Annual mortgage repayments		
If house owner, value of residence	£	
Outstanding sum on mortgage	£	
If rented accommodation – annual rent	£	
Council Tax	£	
Details of other owned property	Market value	Rental income

<b>Other liabilities (Required: most recent 3 statements)</b>		
Loans, credit card etc – please provide details		

<b>Other assets (Required: most recent 3 statements)</b>		
Total of <b>all</b> monies in banks, building societies etc		

Other investments – ISA, stocks & shares		
Vehicles – make, model and year of car	Estimated value (s)	Loan amount o/s
Value of any “other” assets to be declared		
<b>Please explain why assets cannot be converted or used to pay school fees.</b>		

<b>All children permanently residing in household</b>				
	1	2	3	4
Names				
Date of Birth				
Name of School or College				
Annual school fees				
Scholarships, Bursaries or other discounts				
Assistance from other sources such as grandparents, trusts, charities, etc				
Annual income of child (if any)				
Capital value of any trust held for child				

Without prejudice to your application, please indicate the amount (in £'s) of the fees you could realistically contribute towards annual school fees if you are offered assistance?

£

***WE WILL NOT PROCESS THE FORM IF THIS BOX IS NOT COMPLETED***

Any additional information regarding current circumstances and any future changes in circumstances predicted:

***WE WILL NOT PROCESS THE FORM IF THIS BOX IS NOT COMPLETED***

**Declaration**

All figures are true and accurate to the best of my/our knowledge. I/We will report immediately any material change in the financial position declared;

**Signatures:**

Parent/Guardian\* .....Date .....

Parent/Guardian\* .....Date.....

Each person with parental responsibility for the child is required to sign this form and the school is entitled to treat any information received from any person who has signed this form as having been provided on behalf of both such persons. If only one parent signs then please explain why:

**Divorced, separated, single parent:**

## **BURSARY AWARDS**

### **HOW TO APPLY**

Please complete this form and return it to the Head of Finance & Operations. Strictest confidentiality will be observed at all times.

1. Applicants must be **completely candid** and declare their full financial circumstances, for which the school reserves the right to appoint an independent financial assessor. Failure to declare the full circumstances, or failure to include all the relevant documentation, will result in an application being rejected. Income and expenditure are to be expressed as annual totals, not monthly.
2. Documentary evidence is required to support the information supplied on the application form. This should be **copies** (not originals).
3. Applications for bursaries will be processed and presented to the Bursaries Sub-Committee for assessment.
4. For entry into 6J – 1S, new applicants will be ranked by their performance in the Entrance Assessments. For entry to VS or VIS, performance in SQA/GCSE preliminary examinations forms an integral part of the entrance assessment. Other applicants will be considered in special circumstances and they would be assessed by interview and school reports.
5. Details of applications for bursaries and the awards may will be included in the information given to the school's auditors.
6. **Awards will be re-assessed every 2 years and are subject to satisfactory progress being maintained by the pupil.** The school reserves the right to suspend or terminate a bursary where there is just cause.

### **CRITERIA**

7. Bursary offers are entirely at the discretion of the Finance Committee, with assessment normally delegated to the Bursaries Sub-Committee.

Bursaries will be dependent upon the individual's academic performance in the Entrance Assessment and financial need. Each case is assessed and the school has a duty to ensure that all bursaries are well focused and so, as well as current earnings, other factors will be considered in determining the necessary level of bursary. For example, where there are two partners, both would be expected to be employed unless one is prevented from doing so, and in the case of significant capital savings and investments it would be expected that these could be used for the payment of school fees.

Separated couples will normally be assessed against the net income of the parent with custody, including any separation or maintenance allowance.

8. Bursary funds are finite and availability will depend on overall demand and on available resources within the context of the school's overall budget. When demand is high in relation to the resources available to support bursary commitments, there may be fewer new bursaries and individual offers may be constrained. Bursary awards range from 5% to 100% depending on a family's financial need. It is unlikely that a bursary would be considered where a family's annual household income is over £100k.

**Deadline for applications: Wednesday, 22nd January 2025**