



Albyn School

**Confidential**  
Application for Fee Assistance  
Academic Year 2022-23

Pupil Full Name	
Year Group Applied for	
Present School	

Before completing the Application, please read the guidance notes attached.



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## CONFIDENTIAL STATEMENT OF FINANCIAL CIRCUMSTANCES

1. CHILD DETAILS		
Full Name		
Preferred first name		
Date of Birth		
Year Group Applied for		
Present School		
Care Experienced		
Refugee		
Asylum Seeker		
Yes/No	Yes/No	Yes/No
If you have answered yes to any of the above, please provide further details below.		

2. PARENT/GUARDIAN DETAILS		
a. Number of Parents/Guardians living with child		
b. Number of Parents/Guardians not living with child		
c. Please provide details below of all those with parental rights & responsibilities		
	Parent/Applicant 1	Parent/Applicant 2
Name		
Title		
Address		



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Relationship to Pupil		
Phone number		
Mobil phone number		
Email Address		
Occupation		
Employment Status (employed/self-employed)		
Name and Address of Employer		

### 3. INCOME (Tax Year 2020-21)

*(Figures should be given for a whole year even if income is received weekly or monthly)*

	Parent/Applicant 1	Parent/Applicant 2
Gross salary		
Other taxable income		
Gross pension, widows/widowers pension, state pension etc		
Occupational Pension		
Tax Credit Awards		
Separation/Maintenance Income		
Bank Interest/Dividends		
Income from overseas		



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Property Rental Income		
Redundancy or Lump Sum Payments		
Social Security benefit		
Tax Credits both working tax credits and child credits		
Any other income or gains not included in above		
<b>Total Income</b> <i>(please add up the income from all the boxes above)</i>		
Estimated Income 6 April 2021 - 5 April 2022		
If there has been a recent material change in your income circumstances, please provide further information.		

<b>4. ASSETS (things you own)</b>		
	Parent/Applicant 1	Parent/Applicant 2
Cash at banks or elsewhere <i>(current accounts only)</i>		
Building Society/Bank deposits/National Savings accounts, etc		
Approximate market value of principal residence		
Approximate market value of any other properties owned either in the UK or overseas		



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Approximate market value of all investments		
<b>Total Assets</b> <i>(please add up the assets from all the boxes above)</i>		

5. CAPITAL LIABILITIES (money you owe)		
	Parent/Applicant 1	Parent/Applicant 2
Mortgage Details		
<ul style="list-style-type: none"> <li>amount outstanding on principal residence</li> <li>final payment date</li> </ul>		
Other liabilities <i>(please specify)</i>		
<b>Total Liabilities</b> <i>(please add up the liabilities from all the boxes above)</i>		

6. DEPENDENT CHILDREN (all children under 18 for whom you are financially responsible) <i>(Include the child to whom this application refers: if more than 4 children, give details on a separate sheet)</i>				
	1	2	3	4
Forename				
Date of Birth				
Name of School or College				
Boarding or Day				
	£	£	£	£
Annual school or other educational fees <i>(excluding extras and sundry disbursements)</i>				
Compulsory additional school charges				
Amount of fees covered by Scholarships, Bursaries or other allowances given by school				



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Amount of fees covered by assistance from any other sources e.g. grandparents, trusts, charities, etc ( <i>please specify</i> )				
Annual income of child ( <i>if any</i> )				
Capital value of any Trust funds held for child				

7. VERIFICATION		
	Yes	No
The School may wish to visit your home address to discuss your application for support. Please confirm if you are happy to receive a visit.		
Have you applied to other organisations for a grant towards tuition fees?		
Please give details of any applications made including the awarding body and the outcome of your applications.		
Please let us know if you have any family members who are former pupils of Albyn School. Please indicate their name, relationship to the pupil and dates attended. Please also include details of any applications made for siblings to join the school and what year group they have applied for.		
Without prejudice to your application, please indicate the amount (in £'s) of the fees you could realistically contribute if you were offered a partial bursary?	£	



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## 8. DOCUMENTATION

It is essential to provide documentary evidence in support of the income and assets declared in this application form by providing copies of the documents mentioned below.

Applications submitted without full supporting documentation will **not** be considered for fee assistance or renewal of fee assistance.

	Parent/Applicant 1 (please tick)	Parent/Applicant 1 (please tick)
Bank and Building Society accounts for the last 3 months		
Payslips for last 3 months		
P60, P11D and or P45 for April 2021		
Working Tax Credit letter of award		
Child Tax Credit letter of award		
Details of any pensions or other state benefits received		
Annual Report and Accounts for the last financial year (only required for those who are self-employed)		
Full details of personal drawings or salary payments from the business (only required for those who are self-employed)		
Certificates of dividends received (only required for those who are self-employed)		

## 9. DECLARATION

- I/we have made a complete declaration of my/our financial situation and overall circumstances.
- I/we hereby gave the Governors of Albyn School permission to be provided with information by the Head of the school attended by my child on behaviour and academic performance.
- I/we will report immediately any material change in the financial position declared.

Parent/Applicant 1 \_\_\_\_\_ Date \_\_\_\_\_

Parent/Applicant 2 \_\_\_\_\_ Date \_\_\_\_\_



## 10. ANY OTHER RELEVANT INFORMATION

### Timeline

- **Tuesday 11 January 2022** – Deadline for submission of applications for fee assisted places. No applications for fee assisted places will be accepted for academic year 2022 – 2023 after this date
- **Saturday 15 January 2022** – Upper 1 (S1) Entrance Assessment
- **Saturday 22 January 2022** – Lower 5 to Lower 7 (P5-P7) Entrance Assessments  
*Assessments relating to entrance into other years will be arranged directly with the Admissions Team*
- **January/February 2022** – Applicants may be subject to interview
- **Friday 4 March 2022** – Candidates receive outcome of application
- **Monday 7 to Friday 11 March 2022** – Admissions Team available for post-offer tours
- **Friday 11 March 2022** – Deadline for acceptance of place

Applications Forms should be submitted to the Bursar

Email: Kelly.Mackay@albyschool.co.uk

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The offer of fee assistance is entirely at the discretion of the Board of Governors.