CONFIDENTIAL

Confidential Statement of Financial Circumstances

**in support of an application for a Bursary**

*Please read the* Notes for Guidance *on pages 6 and 7 before completing this questionnaire*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1.** | CHILD |  |  | **FOR SCHOOL****USE ONLY** |
|  |  |  |  |  |  |
|  | (a) | Full Names | ……………………………………………………..…… |  |
|  |  |  |  |  |  |
|  | (b) | Date of Birth | ………………………………………………………..… |  |
|  |  |  |  |  |  |
|  | (c) | Term/Year of Entry (if not yet enrolled) | ………………………….……..….. |  |
|  |  |  |  |  |  |
| **2.** | **PARENTS** (See Note 2) |  |  |  |
|  |  |  |  |  |  |
|  |  |  | **Father/Step-father** | **Mother/Step-mother** |  |
|  | (a) | Names | …………………….…..… | ………………………… |  |
|  |  |  |  |  |  |
|  | (b) | Title | …………………………... | ………………………… |  |
|  |  |  |  |  |  |
|  | (c) | Residential Address(es) | ………………………...… | ………………………… |  |
|  |  |  |  |  |  |
|  | (d) | Occupation | ………………………….. | ………………………… |  |
|  |  |  |  |  |  |
|  | (e) | Retired – Employed – Self Employed – Unemployed (circle which applies) |  |
|  |  |  |  |  |  |
|  | (f) | Name & address ofEmployer or Business | …………………...……… | ………………………… |  |
|  |  |  | …………………………... | ………………………… |  |
|  |  |  |  |  |  |
|  | (g) | Are you a Director or Proprietor of this Company or Business?  | YES/NO | YES/NO |  |
|  |  | If “YES” state proportion of Company or Business you and/or your spouse/partner own | …………………………... | …………………………... |  |
|  |  |  |  |  |  |
|  | (h) | Daytime Tel No | …………………………... | ………………………...… |  |
|  |  |  |  |  |  |
|  |  | Evening Tel No | …………………………... | ……………………..…… |  |
|  |  |  |  |  |  |
|  |  | Mobile Tel No | …………………………... | ……………………..…… |  |
|  |  |  |  |  |  |
|  |  | Fax No | …………………………... | ……………………..…… |  |
|  |  |  |  |  |  |
|  |  | Email address | …………………………... | ………………………..… |  |
|  |  |  |  |  |  |
| **3.** | **INCOME** (See Note 3) |  |  |  |
|  |  |  |
|  | *(Please enter below your current earnings and expected income from all sources for this tax year)* |  |
|  |  |  |  |  |  |
|  |  |  | Father RMB | Mother RMB |  |
|  |  |  |  |  |  |
|  | (a) | Gross Salary and other similar earnings (including all taxable benefits & emoluments) | ………………. | ……………. |  |
|  |  |  | ***Father RMB*** | ***Mother RMB*** | **FOR SCHOOL****USE ONLY** |
|  | (b) | Profits of business, estate or profession | ………………. | ………………. |  |
|  |  |  |  |  |  |
|  | (c) | Gross pension, retirement benefits, etc. | ………………. | ………………. |  |
|  |  |  |  |  |  |
|  | (d) | Gross investment income from: |  |  |  |
|  |  |  |  |  |  |
|  | i) | Banks or other financial institutions | ………………. | ………………. |  |
|  |  |  |  |  |  |
|  | ii) | Dividends | ………………. | ………………. |  |
|  |  | iii) Stocksiv) Propertiesv) All other sources (please specify) | ……………….……………….………………. | ……………….……………….………………. |  |  |  |
|  | (e) | Social Security Assistance (including Child Allowance and charitable funds) | ………………. | ………………. |  |
|  |  |  |  |  |  |
|  | (f) | Separation or Maintenance Allowance | ………………. | ………………. |  |
|  |  |  |  |  |  |
|  | (g) | Is there a Court Order/Separation Agreement? If yes, please state annual amount payable for school fees. | YES/NO………………. | YES/NO………………. |  |
|  |  |  |  |  |  |
|  | (h) | Benefits in Kind provided free by reason of employment not included in 3(a) | ………………. | ………………. |  |
|  |  |  |  |  |  |
|  | (i) | Any other income not included in 3(a) to 3(h) above | ………………. | ………………. |  |
|  |  |  |  |  |  |
| **4.** | **OUTGOINGS** (See Note 4) |  |  |  |
|  |  |  |  |  |  |
|  | (a) | Tax payable on Incomes declared above *(including tax deducted at source)* | ………………. | ………………. |  |
|  |  |  |  |  |  |
|  | (b) | Mandatory Provident Funds Contributions | ………………. | ………………. |  |
|  |  |  |  |  |  |
|  | (c) | Superannuation contributions | ………………. | ………………. |  |
|  |  |  |  |  |  |
|  | (d) | Mortgage interest *(include capital repayment as well as interest)* | ………………. | ………………. |  |
|  |  |  |  |  |  |
|  | (e) | Endowment mortgage insurance | ………………. | ………………. |  |
|  |  |  |  |  |  |
|  | (f) | Any other interest payable *(please specify)* | ………………. | ………………. |  |
|  |  |  |  |  |  |
|  | (g) | Annual landlord rent payable on principal residence | ………………. | ………………. |  |
|  |  |  |  |  |  |
| **5.** | **CAPITAL ASSETS** (See Note 5) |  |  |  |
|  |  |  |  |  |  |
|  | (a) | Approximate market value of all investments |  |  |  |
|  |  |  |  |  |  |
|  | i) | Bank deposits (including off-shore accounts | ………………. | ………………. |  |
|  |  |  |  |  |  |
|  | ii) | Equity investments, Government stocks | ………………. | ………………. |  |
|  |  |  |  |  |  |
|  | (b) | Approximate market value of principal residence *(freehold or leasehold)(including overseas properties)* | ………………. | ………………. |  |
|  |  |  |  |  |  |
|  | (c) | Approximate market value of other possessions including house contents, car, etc. | ………………. | ………………. |  |
|  |  |  |  |  |  |
|  | (d) | Cash in hand and at banks or elsewhere *(current accounts only)* |  ***Father RMB***………………. |  ***Mother RMB***………………. | **FOR SCHOOL****ONLY** |
|  |  |  |  |  |  |
|  | (e) | Approximate market value of any other assets *(please specify and include the market value of any Insurance Policies maturing in this tax year or the last five years)* | ………………. | ………………. |  |
|  | (f) | Net worth/value of any businesses which you own or share | ………………. | ………………. |  |
|  |  |  |  |  |  |
|  | (g) | Approximate market value of any other properties owned either at home or abroad | ………………. | ………………. |  |
|  |  |  |  |  |  |
|  | (h) | Redundancy, employment separation or lump sum payments | ………………. | ………………. |  |
|  |  |  |  |  |  |
| **6.** | **CAPITAL LIABILITIES** (See Note 6) |  |  |  |
|  |  |  |  |  |  |
|  | *(Please give details of any capital charges against the assets declared in Section 5)* |  |
|  |  |  |  |  |  |
|  | (a) | Mortgage  | - amount outstanding on house | ………………. | ………………. |  |
|  |  |  |  |  |  |  |
|  |  |  | - final payment date | ………………. | ………………. |  |
|  |  |  |  |  |  |
|  | (b) | Other liabilities *(please specify)* | ………………. | ………………. |  |
|  |  |  |  |  |  |
|  SUB-TOTAL | ASSETS (5) | ………………. | ………………. |  |
|  |  |  |  |  |
|  | LIABILITIES (6) | ………………. | ………………. |  |
|  |  |  |  |  |
|  | NET ASSETS (5-6) |  |  |  |
|  |  |  |  |  |  |
| ***You should indicate if there are any reasons why net assets cannot be converted or utilised to pay school fees or to fund fees.*** |  |
|  |  |  |  |  |  |
| **7.** | **DEPENDENT CHILDREN** (See Note 7) |  |  |  |
|  |  |  |  |  |  |
|  | *(Include the child to whom this application refers: if more than 4 children, give details on a separate sheet)* |  |
|  |  |  | 1 | 2 | 3 | 4 |  |
|  |  |  |  |  |  |  |  |
|  | (a) | Forename | ………….. | ………….. | ………….. | ………….. |  |
|  |  |  |  |  |  |  |  |
|  | (b) | Date of Birth | ………….. | ………….. | ………….. | ………….. |  |
|  |  |  |  |  |  |  |  |
|  | (c) | School or College | ………….. | ………….. | ………….. | ………….. |  |
|  |  |  |  |  |  |  |  |
|  | (d) | Boarding or Day  | ………….. | ………….. | ………….. | ………….. |  |
|  |  |  |  |  |  |  |  |
|  |  |  | RMB | RMB | RMB | RMB |  |
|  | (e) | Annual school or other educational fees *(excluding extras and sundry disbursements)* | ………….. | ………….. | ………….. | ………….. |  |
|  |  |  |  |  |  |  |  |
|  | (f) | Compulsory additional school charges | ………….. | ………….. | ………….. | ………….. |  |
|  |  |  |  |  |  |  |  |
|  | (g) | Amount of fees shown in 7(e) and 7(f) covered by: | ………….. | ………….. | ………….. | ………….. |  |
|  |  |  |  |  |  |  |  |
|  | i) | Government Financial Assistance from Student Financial Assistance Agency and Pre-primary Education Voucher etc., Bursaries or allowances given by school | ………….. | ………….. | ………….. | ………….. | **FOR SCHOOL USE ONLY** |
|  |  |  |  |  |  |  |  |
|  | ii) | Annual sum arising from capital repayment scheme | ………….. | ………….. | ………….. | ………….. |  |
|  |  |  |  |  |  |  |
|  | iii) | Services/Diplomatic/ Company Education Allowances (gross) *(state whether sum has been included in gross salary at 3 (a))* | ………….. | ………….. | ………….. | ………….. |  |
|  |  |  |  |  |  |  |  |
|  | iv) | Annual sum arising from Educational Insurance Policies | ………….. | ………….. | ………….. | ………….. |  |
|  |  |  |  |  |  |  |  |
|  | v) | Assistance from any other sources eg Grandparents, trusts, charities, etc. *(please specify)* | ………….. | ………….. | ………….. | ………….. |  |
|  |  |  |  |  |  |  |  |
|  | (h) | i) | Annual income of child *(if any)* | ………….. | ………….. | ………….. | ………….. |  |
|  |  |  |  |  |  |  |  |  |
|  |  | ))))0) ii) | Capital Value of Trust | ………….. | ………….. | ………….. | ………….. |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **8.** | **OTHER DEPENDENTS** (See Note 8) *(Please give details)* |  |
|  |  |  |  |  |  |  |
| **9.** | **ANY OTHER RELEVANT INFORMATION** (See Note 9)*(Continue on final page if necessary)* |  |
|  |  |  |  |  |  |  |
| **10.** | **VERIFICATION OF INCOME**  | **FOR SCHOOL USE ONLY** |
|  |  |  |  |  |  |  |
|  | Please enclose documentary evidence in support of the income figures in Section 3. Please tick those you are enclosing:[ ] Confirmation letter – salaries, emoluments and other benefits for latest two years[ ] Salary pay slip for last two years[ ] Statement of bank accounts and investment accounts for last two years[ ] Demand Note from Local Tax Bureau (personal or business) for last two years[ ] Annual return and audit report for last two years |  |
|  |  |  |  |  |  |  |
|  | [ ] Others *(please specify)*  | ……………………………………………………………………………………………………………..... |  |
|  | VERIFICATION OF ASSETS |  |  |  |
|  |  |  |  |  |  |  |
|  | Please enclose documentary evidence of capital assets and tick those you are enclosing: |  |
|  |  |  |  |  |  |  |
|  | [ ] Property Valuation |  | [ ] Investment Portfolio Valuation |  |  |
|  |  |  |  |  |  |
|  | [ ] Mortgage Statement[ ] Vehicle registration certificate |  | [ ] Contents Insurance  |  |  |

|  |  |
| --- | --- |
| **11.** | DECLARATION |

After having read the attached notes, the following declaration should be signed by both parents/applicants (or see below):

We/I have read the notes and have made a complete and accurate declaration of our/my income and assets.

We/I understand that if we/I are/am offered a Bursary for our/my child and accept a place for him/her at the school, the following terms and conditions will apply as between ourselves/myself and the School:-

1. our/my child’s fees account with the School will be credited termly with the amount of the Bursary for so long as the award remains in effect;
2. any award of a Bursary is subject to annual review and we/I must complete an annual declaration of our/my financial circumstances on the form sent to us/me by the School and supply all relevant supporting evidence by the return date indicated;
3. we/I will report immediately any material change in the financial position declared;
4. the Bursary may be withdrawn or reduced if:
5. we/I act or our/my child acts in breach of the School’s Terms and Conditions attached to the Acceptance Form for our/my child at the school;
6. we/I have failed to return the annual declaration of our/my financial circumstances by the return date indicated;
7. we/I have failed to produce any additional information required by the School to evidence our/my financial circumstances;
8. in the opinion of the Head, our/my child's attendance, progress or behaviour no longer merits the continuation of the award;
9. we/I are more than [28] days in arrears in respect of any amount due and owing to the School;
10. there is a material change in our/my financial circumstances;
11. the School’s resources are insufficient to maintain the level of award.

e) the Bursary will be withdrawn and the value of any amount of the Bursary previously credited against our/my child's fee account will become repayable to the School forthwith if we/I have fraudulently, knowingly or recklessly provided false information in relation to the award of the Bursary.

Signatures: (See Guidance Note 2)

Parent/Guardian\*

 ……………………………………………………. Date ……………………………………

Parent/Guardian\*

 ……………………………………………………. Date ……………………………………

##### ASSISTANCE FROM OTHER SOURCES

In order to help the greatest number of parents who need financial assistance, all those who apply for a Bursary from the school are asked first to enquire if they are eligible for assistance from any other source.

Please state whether you have applied to trusts or foundations for a Bursary, and if so to which and with what result.

**NOTES FOR GUIDANCE FOR COMPLETION OF APPLICATION FORM FOR A BURSARY**

Before completing the form, please read these notes carefully, and contact the Financial Controller if further information or advice is required. These notes refer to the corresponding paragraph on the Form.

The School reserves the right to seek any other documentary evidence in support of the income and asset figures submitted, and to make enquiries which it deems necessary.

All financial values should be shown in RMB or US dollars. References to Local Tax Bureau include the relevant government taxation authority.

1. **PARENTS/APPLICANTS**

These are defined as:

* the natural father and mother of the child where they live together (whether or not they are married to each other) and the child normally resides with them both in the same household; or
* the parent of the child with whom the child normally resides and the partner (if any) of that parent where the partner normally resides with that parent and the child in the same household; or
* the child’s guardian appointed in accordance with Cap 13 Guardianship of Minors Ordinance

 or

* where none of the above applies, the parent is the person with whom the pupil normally resides in accordance

 with any informal care or fostering arrangement and that person’s partner (if any) where the partner normally

 resides with that person and the pupil in the same household.

* If parents are separated or divorced before or while their child attends the School, both mother and father will

 require to complete and sign the Application Form.

**3. INCOME**

1. The gross annual amount of salaries and wages, including any earnings from profit related pay, part-time employment and any sum received as bonus, commission, stock options etc, statutory sick pay, statutory maternity pay giving GROSS amounts (before deduction of tax, superannuation, etc) for the current or latest financial year. Taxable benefits in kind agreed with Local Tax Bureau should also be shown (free or subsidised housing, meals, petrol, cars, etc) – at the amount agreed for taxable purposes.
2. Profits from a business or profession – at the amount of GROSS income agreed by Local Tax Bureau or relevant tax authority for the year in question (deductions should be made only in respect of capital allowances, losses and stock relief). Copies of the latest set of accounts should be included.

d) All other Investment income (eg interest or bank deposits; dividends, annuities, properties etc) should be entered

 GROSS of tax. If tax was deducted at source, parents should add in the amount of tax paid or tax credit notified.

 e) All social security benefits received should be declared and type of benefit specified.

 f) Court Orders, Legal Separation Agreements and Voluntary Arrangements for School Fees – Where a parent is

 required by a Court Order, or a legal binding separation agreement (eg Deed of Separation) to pay part of the

 School fees, then only that part of the fee which is not covered by the Court Order/agreement will be used to

 calculate any grant, or bursary to be awarded. This is irrespective of whether or not the order or

 agreement is being complied with. Where the whole amount of the fees are required to be paid by virtue of a Court

 Order or separation agreement, applicants are not eligible for a Bursary. You should indicate how

 many years are payable and any annual variations. All receipts relating to maintenance payments, separation

 allowances and sums respect of Child Support maintenance must be declared.

 h) Include free benefits in kind agreed by Local Tax Bureau as not subject to tax, eg representative occupation of house, free meals.

1. Enter income from letting or subletting of property at the amount of the NET profit agreed with Local Tax Bureau; and royalties

 and all other sources including entertainment and travel allowances etc.

4. **OUTGOINGS**

1. Enter Income Tax and tax on unearned income SEPARATELY.
2. Enter annual superannuation contribution of (if applicable) payments to other Pension Schemes.
3. Enter capital as well as interest payment on a mortgage for the principal residence.
4. Only complete this if repayment is effected by means of a full Endowment Policy.
5. Include bank overdraft and other loan charges incurred during the year (specifying the purpose of the loan).
6. **PARENTS’/APPLICANTS’ CAPITAL ASSETS**

In addition to taking account of all relevant sources of income, the School takes account of the following assets:

1. The capital sum of any monies on deposit with any bank or financial institution (including offshore accounts).

Investments in stocks and shares, valued as near as possible to the date of submitting the application form.

1. The current market value of your principal residence [(freehold or leashold) (including overseas properties)]. The current market value should be estimated by parents where a current valuation is unavailable.
2. If you run your own business or are partners in a business, then you should show the net worth of the business. Shares in a company not listed on a stock exchange should be valued at the relevant proportion of the net value of the company.
3. In the case of second homes and/or other properties, these should also be included at their estimated current market value; no allowance will be made for any outstanding mortgage.

**6. PARENTS’/APPLICANTS’ CAPITAL LIABILITIES**

Details of other liabilities should be provided along with the lender.

**7. DEPENDENT CHILDREN**

Use column number 1 for the child for whom you are now applying at his/her current school rate. Enter in other columns any other of your children who are unmarried and at a school, university or other educational institution which attracts a bursary.

1. The figures to be inserted here refer to the current academic year.

 g) (iii) Civil Servants should include the amount of any Education Allowances which they receive. Parents in

 other occupations should include any similar sum

 (iv) Insurance Policies for School Fees – If any insurance policy for the payment of School fees exists, then the amount declared is the amount receivable under the policy for the academic year for which the application is being made. If the insurance policy covers the full cost of the tuition fees, then the pupil is not eligible for a grant, or bursary. The types of policy concerned are those which stipulate that the company shall pay the school fees, in whole or in part, to the school in respect of the pupil.

 (v) Where a Trust has been established in favour of the child for whom you are applying, details of the annual amount available and the date of commencement of payment from the Trust should be given.

1. Where the child has any unearned income, eg interest from government, bank or financial institution, or receives share dividends, you should enter the source of income and the gross amount received before deduction of any tax. Do not include any income from part-time employment or student Bursary. You should enter the capital value of any beneficiary or other trust set up for each child.
2. **OTHER DEPENDENTS**

If you have an aged grandparent or relative living with you or dependent upon you, please provide details including age, address, condition, etc.

**9. ANY OTHER RELEVANT INFORMATION**

 Please enter, on a separate sheet if necessary, any details which may affect the assessment of a Bursary, eg a significant change in income or outgoings for the coming year.

**PAGE LEFT BLANK FOR ANY ADDITIONAL INFORMATION**