

# JERSEY COLLEGE *for* GIRLS



## THE DOME CHARITABLE TRUST SCHOLARSHIP

### Data Protection

Jersey College for Girls is collecting your information for the purposes of administering The Dome Charitable Trust Bursary Scheme and determining eligibility for an award under the scheme. Your information will be shared with the Income Tax Department and the Trust for verification purposes upon your submission of the form. No information will be passed to any other third parties without your prior consent.

The information for The Dome Charitable Trust is initially collated by the Jersey College for Girls and the appropriate applications are passed to the Trustees. *The final decision will always remain the Trustees in accordance with the terms of their trust instrument and their duties under law.*

Applicants will be informed as soon as possible of the recommendations approved by the Trustees.

**Note:**

**Only applications that have been certified by the Income Tax Department will be considered. For new applications, certified forms must reach the school by 6 February 2017 if the application is to be considered by The Dome Charitable Trust**

If applications are successful parents must complete assessment forms on an annual basis to ensure financial circumstances have not changed. All ongoing applications must be certified by the Income Tax Department and be received at Jersey College for Girls by early February each year at the latest. You will therefore have to ensure that your income tax return showing the previous year's income and this form are completed and submitted to the Tax Office as early as possible each January. Only in exceptional circumstances will late applications be considered.

**The Dome Charitable Trust**

This Bursary scheme commenced in September 2011 for a guaranteed period of five years. If at any time the States of Jersey decide to withdraw all the subsidy being provided, then the Trustees intend to consider reducing the Bursary to cover only half of the fees. At the end of the five year period the Bursary Scheme will be reviewed.

It will available to an able student whose parents, without financial assistance, would not be able to send their daughter to the College. The student must show a very high degree of both ability and motivation, as well as the right attitude towards learning, to take advantage of the educational opportunities offered by Jersey College for Girls.

If a suitable candidate is found each year, the Trustees will award a Bursary of not less than three-quarters of the fees for the student and this will cover the period until the year in which she becomes eighteen, subject to continued motivation and the parents' financial circumstances being similar to those when the bursary was awarded.

Awards under the Scholarship scheme will be honoured.

Should you require further details please do not hesitate to telephone The Clerk to the Governing Body on Tel: 516208

**PRIVATE & CONFIDENTIAL**

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**SCHOLARSHIP  
ASSESSMENT FORM**

Child's Surname..... Date of Birth.....

First Names..... Place of Birth.....  
(attach copy of birth certificate, first application only)

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Surname of Parent(s)/Partners(s) .....

First Names.....

Address .....

.....Tel & e-mail address.....

Occupation of 1<sup>st</sup> Parent/Partner.....

Name and Address of Employer(s) .....

Occupation of 2<sup>nd</sup> Parent/Partner.....

Name and Address of Employer(s) .....

Any special circumstances you wish to be taken into consideration

If either party is divorced or separated please provide details of maintenance received as well as family allowance, sickness benefit and welfare payments from Parish.

If there has been a divorce or separation please advise who is undertaking responsibility for payment of the fees.

If other person(s) are financially contributing to the family/household please provide details.

**DETAILS OF PARENTS'/PARTNER ANNUAL INCOME**

Total income of both parents/partner from all sources (earned and unearned) for the year ending **31 December 2016**. Please answer **all** questions by either **stating income or inserting the word "None"**. If income this year will be significantly less than that indicated please explain why on the back page.

Please ask the Comptroller of Income Tax to complete the certificate shown below before returning the form to Jersey College for Girls.

<b>INCOME BOTH INCOMES MUST BE DECLARED</b>	<b>1<sup>st</sup> Parent / Partner</b>	<b>2<sup>nd</sup> Parent / Partner</b>	<b>OFFICE USE</b>
1. (a) Salary or wages (including gratuities, overtime, bonus or commission (gross) and benefits in kind	.....	.....	
(b) Any additional part-time work, etc. (gross)	.....	.....	
2. Bank interest, interest from stock, mortgages or investments of any kind (gross)	.....	.....	
3. Letting or sub-letting of rooms or other premises (net)	.....	.....	
4. Net income from paying guests	.....	.....	
5. Taxable State benefits ( <u>please specify</u> )	.....	.....	
6. Pension or annuity (gross) (State source from which received)	.....	.....	
7. Any other income (Please give details)	.....	.....	
8. Profession, business or trade (taxable profit)	.....	.....	
<b>Totals</b>			

**INCOME TAX CERTIFICATE**

The income details in items 1-7 above have been agreed for tax purposes.  
If unable to agree Section 8, provide details.

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INCOME TAX



**DECLARATION**

I/We declare that to the best of my knowledge and belief the information given on this form is correct, and that the figures represent the total income from all sources of both parents/partners, as well as capital assets owned.

**UNDERTAKING**

In the event of the Trust awarding a bursary in connection with the attendance of my/our daughter at the College on Page 1, I/we understand that my/our daughter is expected to complete the course and I/we agree that should my/our daughter fail for any reason to attend school for any part of any term in the period covered by the award, or should I/we cease to reside in Jersey, I/we will notify the Trust. I/we also undertake to inform the Trust of any change in my/our financial circumstances. I/we accept that I/we will have to complete an annual disclosure of my/our full financial circumstances for my/our daughter to be considered for a continuation of the Bursary.

Dated..... Signed..... (Parent/Partner)

Dated..... Signed..... (Parent/Partner)

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**THE COMPLETED FORM SHOULD BE SENT TO THE COMPTROLLER OF INCOME TAX, CYRIL LE MARQUAND HOUSE, ST HELIER, JE4 8PF FOR CERTIFICATION AFTER WHICH IT SHOULD BE RETURNED TO JERSEY COLLEGE FOR GIRLS, LE MONT MILLAIS, ST HELIER JE2 7YB.**