

JERSEY COLLEGE *for* GIRLS



BURSARIES

Data Protection

The information you provide will be processed for educational purposes. To ensure confidentiality and privacy, all processing will be carried out under the requirements of the Data Protection (Jersey) Law 1987. This information may be disclosed and used outside of the Education Service where it is considered to be in the student's best interest to do so. Should you require us to seek your individual consent to these disclosures, please advise us in writing.

The administration of the various Bursaries available for students at Jersey College for Girls is handled by the Clerk to the Governing Body on behalf of the Governing Body and the Trusts named below. The Governing Body's role is to help match demand for financial assistance with supply. 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 various Trustees.

A full bursary is usually only awarded in extreme cases of hardship. Bursaries are awarded on a half or partial basis depending upon need. An exhibition may be awarded to a student annually or as a "one off".

Eligibility Criteria

As a guide total parental/household income in excess of £48,000 would normally not enable a student to benefit from the majority of the Bursaries outlined.

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 **Monday, 6 February 2017** 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 in January. Only in exceptional circumstances will late applications be considered. However, parents of students who suffer a financial setback during the academic year will be considered should the need arise.

Note:

Only applications that have been certified by the Income Tax Department will be considered. Parents' incomes are required to be declared - even if divorced or separated.

Please tick any one, or more, from which you think your daughter may benefit. A brief description is given on the next page.

Bursary	Please ✓ as appropriate
Howard Leopold Davis Scholarship Trust (please see separate application form)	
Centenary Bursary Fund	
JCG Bursary	
Financial Assistance for School Trips	
The Dome Charitable Trust (please see separate application form)	
JCG Foundation Bursary	

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

Howard Leopold Davis Scholarship Trust

This Scholarship gives assistance to students who must be born in the Island of Jersey or, if not, one of their parents must be Jersey born. The student must have attended a school in Jersey for not less than two years to qualify.

The Trustees may decide to meet the full or part of the cost of the student's attendance at the College based upon the personal circumstances of the applicants.

Centenary Bursary Fund

The fund exists to help with the initial expenses of a student entering Year 7 at Jersey College for Girls.

The sum awarded is not a fixed amount and is comparatively modest, but should be sufficient to meet the cost of one or two major items of uniform or equipment.

Parents who would like to apply to the Fund should write to the Principal and should be prepared to supply a statement of income.

JCG Bursary

Each year the College puts aside funds to provide students with financial assistance. Bursaries of between 10% and 100% are given following completion of the form.

JCG Foundation Bursary

This Bursary may decide to meet the full or part of the cost of a student's attendance at the College based on the personal circumstances of the applicants.

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.

Financial Assistance for School Trips

The fund exists to assist students wishing to access the wide range of school trips and expeditions. The maximum monetary value a student can receive per academic year is £1,000. The award is dependent upon the household income not exceeding £54,000 per annum. If a student wishes to request financial assistance for more than one trip, this will be considered up to the maximum of £1,000 in total for all trips in the academic year.

For those students receiving a bursary, applications for financial assistance up to a maximum of £1,000 per academic year, should be made in writing to the Principal.



BURSARY ASSESSMENT FORM

(The information provided on this form is confidential and will only be used for the purpose of consideration of a bursary and is in line with Jersey Data Protection Legislation)

Student's Surname.....

Date of Birth.....

First Names.....

Place of Birth.....

(Attach copy of birth certificate if first application)

Current School Year

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

First Names

Address.....

Tel & e-mail address

Occupation of 1st Parent/Partner.....

Name and Address of Employer(s)

Occupation of 2nd Parent/Partner.....

Name and Address of Employer(s)

Any special circumstances you wish taken into consideration. Please use a separate sheet of paper if space below is insufficient.

If parents are divorced or separated please provide details of maintenance received as well as family allowance and all State benefits.

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

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

For Office Use Only: Total Income: £ Bursary Awarded:

Assessed..... Date..... Checked

DETAILS OF PARENTS' 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.

INCOME BOTH INCOMES MUST BE DECLARED	1st Parent/ Partner	2nd Parent/ Partner	OFFICE USE
1. (a) Salary or wages (including gratuities, overtime, bonus or commission (gross and net of ITIS/Income Tax and Social Security) or benefits in kind	
(b) Any additional part-time work, etc. (gross)	
2. Profession, business or trade (gross and net of IT IS/Income Tax and Social Security) over the last three years.	
3. Bank interest, interest from stock, mortgages or investments of any kind (gross)	
4. Letting or sub-letting of rooms or other premises	
5. Net income from paying guests	
6. State benefits (please specify)	
7. Pension or annuity (State source from which received) and whether paid gross or net of tax	
8. Payment of Maintenance	
9. Any other income (Please give details)	
10. Is there any provision in any agreement or Court Order for the contribution or payment of school fees? If so please provide details.	
<p style="text-align: right;">Totals</p>			

INCOME TAX CERTIFICATE

The income details in items 1-10 above, unless separately initialled, have been agreed for tax purposes.

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 INCOME TAX

CHILDREN (INCLUDING THE APPLICANT) WHO ARE WHOLLY DEPENDENT

Any student having a beneficial entitlement to a business or trust will be judged to receive income whether it is remitted to the person concerned or not. Any relevant figure should be included below.

Name of child	Date of Birth Day Month Year	School attended or to be attended	Gross income of child for last calendar year	Office Use

ASSETS - Details of Parent(s) / Partner(s) Capital Assets

(i.e. value of property(s) whether in Jersey or elsewhere and whether occupied or rented out. The amount of outstanding mortgage. Other valuable Assets, investments, bank balances, etc. Please provide an estimate of value of each item – continue overleaf if necessary)

1st Parent/Partner	
Property Address	
Gross value of property	
Net equity after payment of mortgage	
Cash in bank	
Stocks, shares and other assets	
2nd Parent/Partner	
Property Address	
Gross value of property	
Net equity after payment of mortgage	
Cash in bank	
Stocks, shares and other assets	

OUTGOINGS –

<p>(a) Set out below the reasonable future MONTHLY income needs of yourself and of any children living with you. INCLUDE:- All income needs for yourself Current income needs for any children living with you or provided for by you only if these form part of your total income needs (e.g. housing, fuel car expenses, holidays, etc)</p>	
SELF	CURRENT AMOUNT
Income tax if not deducted from Salary	
Mortgages	
Mortgage Protection Policy	
Rent (full amount)	
Parish Rates	
House contents / insurance	
Repairs / decoration	
Gas	
Electricity	
Heating oil	
Water rates	
Telephone	
Mobile telephone	
Car expenses	
Car repairs / servicing	
Food / household items	
Private health insurance	
Animal expenses	
Insurance policies	
Donations	
Gym membership	
Doctor / Dentist / Optician	
Holidays	
SUB TOTAL	£
CHILDREN INCLUDE: Only those income needs that are different to those of your household shown above	
	CURRENT AMOUNT
Childcare / Childminder	
Nursery / school fees	
School clothing and shoes	
Travel to school	
School trips	
Doctor / Dentist	
Holiday Play Scheme	
Sub Total	£
Total Income Needs	£
<p>If your income needs are likely to change in the near future, explain the anticipated changes and give an estimate of the costs.</p>	

Please note that if it is likely that a Bursary is to be offered, then documentary evidence may be requested to substantiate these assets and outgoings. Failure to disclose any material facts could result in withdrawal of the Bursary and possibly the demand for repayment of the fees already paid.

If either parent / partner is a proprietor or partner in a business, or owns 10% or more of the shares in a company, or has a beneficial ownership or holding in a business, or is a beneficiary of a trust, please give details in the columns below. In addition please provide a statement of employment for each parent indicating the salary and benefits in kind.

Name & Address of Business	Nature of Business	State percentage shareholding partnership share, or beneficial ownership	Copy of the latest accounts to be provided

DECLARATION

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

UNDERTAKING

In the event of the Trust awarding a bursary in connection with the attendance of my/our child at the College on Page 1, I/we understand that my/our child is expected to complete the course and I/we agree that should she 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.

Signed..... (Parent/Partner)

Signed..... (Parent/Partner)

Date.....

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 SAVIOUR JE2 7YB