



Emanuel School

Notes for parents – assistance with fees

These notes are provided for the guidance of parents completing an application for assistance with fees. If you have difficulty answering any of the questions, please consult the Director of Finance and Administration.

Declaration concerning validity of information

1. Parents are advised that they are required to provide details of their actual income and will be required to provide supporting documentary evidence of that.
2. The declaration at the end of the form should be signed by both parents (see note 3 below) of the child for whom the application is made, or if only one parent signs the form the reason must be stated.

Parents

3. The parents about whom details should be given on the form, and their income declared, are as follows:
 - (i) Normally, the father and mother of the child in respect of whom the application is made;
 - (ii) Should one of the parents be dead, the survivor and (if he or she has remarried) his or her spouse;
 - (iii) Should the parents be divorced, the parent who has actual custody of the child and (if he or she has remarried) his or her spouse;
 - (iv) Should the parents be separated and there is a Decree of judicial separation (or a court order for maintenance, custody or access; or prohibiting a parent from entering the matrimonial home; or is not reasonably practicable to find one of the parents) the parent who has actual custody of the child;
 - (v) Where the child has no parents, his or her guardian(s) or if he or she has no guardian, the person or persons who have actual custody of this child.

On the form, for simplicity, any male parent or guardian as defined above is referred to as “father” and any female parent or guardian as “mother”.

Income

4. Actual income should be declared for the financial year. In the case of self-employed persons and others who have not finally agreed their income for the last financial year with H.M. Inspector of Taxes, a statement of income so agreed should be given for that year together with a note to that effect. Persons who normally use an accounting year other than April to April should state this fact and give the dates to which income declared refers.
5. As a general principle gross income before tax should be declared. Income from ALL sources must be included. In ALL cases income arising outside the UK should be included. NO DEDUCTIONS should be made in respect of allowances made for tax purposes - specifically: personal allowances; superannuation etc. contributions; mortgage interest; covenants; and income from abroad.
6. Social Security benefits should be declared in full, including, but not limited to:
 - Income Support
 - Unemployment Benefit
 - Pension of any type
 - Widowed Parent's Allowance
 - Industrial Industries Disablement Benefits
 - Carers Allowance
 - Child Benefit
 - Tax credits of any kind
7. Parents should declare the gross amount of all income received by children who are wholly or mainly dependent on them, excluding only sums earned from part-time employment (including vacation jobs). Income received under deeds of covenant, sums received as Scholarships and student awards should be included.

Expenditure

8. Mortgage repayments should be shown separately from any property/contents insurance payments.
9. Documentary evidence may be required for mortgage, rent payments and council tax.

Jeremy Sharp

Director of Finance and Administration

September 2018