



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 Bursar.

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 4 below) of the child for whom the application is made, or if only one parent signs the form the reason must be stated.
3. Each applicant may be subject to a home visit from a member of Emanuel staff to discuss the application in further detail. This would involve the parent(s) only and not the child.

Parents

4. 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

5. Actual income should be declared for the latest tax year. In the case of self-employed persons and others who have not finally agreed their income for the last financial year with HMRC, 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.
6. 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; mortgage interest; income from abroad.
7. Government benefits should be declared in full, with supporting documentation attached.

Outgoings

8. All outgoings should be stated on an annual basis and supporting documentation provided.