

Believe you can



Application for financial assistance

Funds generously provided by:

Howard Leopold Davis Scholarship Trust, JCG, JCP, JCG Foundation, JCG Houses, Saltgate (6th form only)

Please see criteria for application for each source of assistance at

<https://jerseycollegeforgirls.com/admissions/financialassistance/>

Other sources of financial assistance are available by completing the relevant form

Financial Assistance: A guide for applicants

We aim to offer an education to all female students in Jersey who meet our academic entry criteria. Financial Assistance, from a number of sources, is available to help pay all or part of the school fees for your family. People from all backgrounds attend our College and your request will be treated in the strictest confidence.

Financial Assistance is primarily aimed at families with a total household income of under £83,682. Please contact h.delves@jcg.sch.je if you have any queries.

Completing this form

1. This application must be completed for every year the student hopes to receive Financial Assistance.
2. The school must receive the completed form, accompanied by your Tax Assessment for the relevant year, by **Monday 3rd March 2025**. However, families that encounter an unexpected financial setback can be considered at any time.
3. The application is based on household income (refer to P11 for full definition). Where applicable, both parents must complete all parts of the form. If the parents are divorced or separated, the income of a new partner or other adult in the student's household is taken into account. If separated parents both have responsibility for the school fees, they may submit individual application forms but please clarify the proportion of fees for which you are responsible in section 1.2, eg 50%.
4. Please explain the reasons if one parent is living elsewhere and not contributing to the maintenance of the student and other children. Please also explain if there is a reason why one parent has not completed the form using the space provided under Additional Information in section 1.2.
5. Financial Details: Please complete all sections under Financial Details and use 'None' or 'Not applicable' rather than leave a section blank.
6. The Tax Department will need to verify the information you have provided about your income. They can only do this if you have submitted your Tax Return for the preceding tax year. Therefore, you must make sure your return is submitted, preferably online, to the Tax Department as early as possible in January so that they can provide you with your Tax Assessment. **We can only consider applications that are accompanied with a copy of your Tax Assessment.**
7. Extra evidence: You might be asked to provide additional evidence to support your application. Owners / part-owners in a business will be required to include a copy of their accounts for the same year.
8. If your personal or financial circumstances change at any time during the application process or the academic year, you must notify us within 28 days.
9. Please refer to the checklist at the back of this application to ensure your application is complete
10. **IMPORTANT: Failure to disclose any material facts could result in withdrawal of the funding and a demand for repayment of the fees already paid. The Trustees/Governors reserve the right to withdraw the funding at any time should a student's behaviour fall below what is expected at our College. Please note that applications can not be considered where there is an existing fee debt.**

New Starter Pack

On top of the Additional Financial Assistance, all new starters to JCG receiving Financial Assistance are also offered the New Starter Pack. This is a one-off allowance allocated to new students receiving Financial Assistance and includes funding for IT equipment and uniform required for learning at JCG. All new students receiving Financial Assistance are offered the New Starter Pack pro-rated to the percentage of Financial Assistance they receive.

Additional assistance for school trips, equipment and uniform

Additional assistance is available for students wishing to access the wide range of school trips including university visits and extra-curricular activities, or who might need specific IT equipment, other equipment, or assistance towards the cost of school uniform. The maximum monetary value of additional assistance a student can receive per academic year is £1,100 in total for all items. Assistance is only provided for trips taking place within the same academic year. The award is dependent upon the household income not exceeding £83,682 per annum. Where a student is not already in receipt of financial assistance towards fees, parents/guardians must complete the Financial Assistance Application form, attaching the relevant Tax Assessment.

For students already receiving financial assistance towards fees, additional assistance will be granted automatically in proportion to the % of financial assistance granted towards fees (a student receiving 100% assistance towards fees will receive £1,100 of additional assistance. A student receiving 50% assistance towards fees will receive £550 of additional assistance). The cost of books ordered by the College for the student will be deducted from this additional assistance. The additional assistance is dealt with separately to any assistance you might receive towards the fees and no details provided on this form are shared. Please contact n.mcateer@jcg.sch.je to discuss and access this additional fund.

1 FAMILY DETAILS

1.1 The student

Surname		First names	
Age & Date of birth		Place of birth	
Current school year		Current school	
Main residence with Please circle	Both parents / mother / father	Child's gross income From trust funds or any other source	

Copy of birth certificate required for first application only

1.2 Adults

	Mother/Parent 1	Father/Parent 2	Other adult
Surname			
First names			
Address			
Telephone (daytime)			
Telephone (evening)			
Email			
Occupation			
Full time/Part time			
Employer			
Status: Single / married / civil partner / in a partnership / separated / divorced			Stepfather or stepmother, partner or civil partner of mother or father, carer or guardian
Who is responsible for paying the school fees? Please specify percentage portion if shared.			

Additional information.....
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1.3 Other dependent children

	Child 2
Name	
Age & Date of birth	
School /university	
Who they live with Mother/Father/Both/ Other legal guardian	
Income of child (gross for the year) Bursary, scholarship, trust fund, contribution to school fees or other	

	Child 3
Name	
Age & Date of birth	
School /university	
Who they live with Mother/Father/Both/ Other legal guardian	
Income of child (gross for the year) Bursary, scholarship, trust fund, contribution to school fees or other	

	Child 4
Name	
Age & Date of birth	
School /university	
Who they live with Mother/Father/Both/ Other legal guardian	
Income of child (gross for the year) Bursary, scholarship, trust fund, contribution to school fees or other	

	Child 5
Name	
Age & Date of birth	
School /university	
Who they live with Mother/Father/Both/ Other legal guardian	
Income of child (gross for the year) Bursary, scholarship, trust fund, contribution to school fees or other	

Please use a separate sheet for additional children if necessary.

2 FINANCIAL DETAILS

2.1 Income

Please give totals for the calendar year from **1st January to 31st December 2024**. Please state 'None' if applicable. All figures should be gross.

Source of funds	Mother/Parent 1	Father/Parent 2	Other adult
Salary or wages – including gratuities, overtime, bonus, commission, benefits in kind			
Additional part-time work			
Taxable profit from a business, trade or profession (average of past three years)			
Interest from stocks, bank accounts, trusts, mortgages or investments of any kind			
Property rental income			
Rental from paying guests, lodgers or members of the household			
All States benefits received (please specify)			
Pension or annuity (State source from which received) and whether paid gross or net of tax			
Maintenance received			
Any other income			
Totals			

INCOME VERIFICATION – The income declared on this form will be verified against your Notification of Tax Assessment, a copy of which is required as supporting documentation by the College. In order to provide your Tax Assessment, the Tax Department will need your completed Tax Return as soon as possible in January and preferably using the online system. Once they have reviewed your Tax Return and completed your Tax Assessment they will send the Notification of Tax Assessment to you in the post.

For Office Use only:

Financial Assistance granted:.....

Signed:.....

Dated:.....

Spreadsheet updated

☐

Applicants informed

☐

Treasury informed

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AFA Co-ordinator informed

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2.2 Maintenance

If parents are divorced, please provide details of any maintenance agreement, payments or any trust funds (or other) that pay for part or all of the school fees or provide income for the child.

- Please provide a copy of the order/s (appropriately edited)
- Please explain any issues if maintenance payments are not being received.

If your financial circumstances are likely to change and you need this to be taken into consideration, please give details here:

2.3 Assets – Property

Please state values as at **31st December 2024**. This must include your family home plus other property (land or buildings) in any jurisdiction whether vacant or rented out.

	Mother/Parent 1	Father/Parent 2	Other adult
Address of property			
Description (flat, house, no of bedrooms)			
Value (gross)			
Outstanding mortgage			
Joint owner/s			
Other property and value			

2.4 Assets – Other (please state if jointly owned)

Please state values as at **31st December 2024**.

	Mother/Parent 1	Father/Parent 2	Other adult
Bank balances, building society or Post Office			
Stocks, shares, trusts			
Company ownership			
Other valuable assets			

2.5 Outgoings

Please provide **monthly** figures. Write 'None' if applicable.

	Household where child lives
Mortgage/Rent	
Utility and monthly bills (Electricity, Oil, Gas, Food etc)	
Private Pension contributions	
Private health insurance	
Loan repayments	
Holidays (per year)	
Animal/pet expenses	
Hobbies (including gym and other memberships)	
Childcare or nursery	
School fees (total) and school trips	
Higher education tuition fees or maintenance	
Other regular expenses	
Total needed	

Fees are reviewed annually in the Spring Term but are currently set at:

£666.50 per month, £2,666 per term, £7998 per annum for JCG

£652.25 per month, £2,609 per term, £7,827 per annum for JCP

Some parents apply for assistance with part of the fees because they can fund some of the payment themselves. All families are asked to make a contribution if possible.

Please state how much of the fees you are able to pay monthly / per term / academic year (please complete the box that is most applicable):

Amount per month	£		OR	Amount per term	£		OR	Amount per year	£	
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3 UNDERTAKING/DECLARATION

If our daughter is awarded financial assistance towards fees in connection with their education at The College, I/we agree to undertake the following:

- To complete a new application form/ disclosure each year to provide updated financial information;
- To notify the College if our child leaves the school in the academic year covered by the financial assistance. Please note that a full term's notice is required;
- To inform the College within 28 days of any change in our financial or personal circumstances;
- To understand that failure to disclose relevant information could result in withdrawal of the financial assistance and repayment of fees paid by it;
- To agree that our child's progress reports can be considered in confidence by the Committee in the annual re-application process. This is to confirm your child's levels of behaviour and effort at school;
- To agree to provide any additional information requested by the Committee in support of this application.

4 DATA PROTECTION

The information you provide will be processed in accordance with the Data Protection (Jersey) Law 2018 for the purposes of administering financial assistance and determining eligibility for an award. In order to process the application, you will need to agree to your information being shared with the Income Tax Department, your child's school and the bursary provider for verification purposes upon your submission of the form. No information will be passed to any other third parties without your prior consent. Please read this with the schools' privacy statements at www.jerseycollegeforgirls.com

I/We agree that my/our information can be shared with the Income Tax Department, our child's school and the bursary provider for verification purposes upon submission of this form (please tick box).

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I/we hereby declare that the information I/we have provided is correct and true to the best of my knowledge and I undertake to inform you of any changes therein, immediately.

	Print name	Signature	Date
Parent 1			
Parent 2			
Other adult			

5 RETURNING YOUR APPLICATION

The income declared on this form will be verified against your Notification of Tax Assessment, a copy of which is required as supporting documentation. In order to provide your Notification of Tax Assessment, **the Tax Department will need your completed Tax Return as soon as possible in January** and preferably using the online system. Once they have reviewed your Tax Return and completed your Tax Assessment they will send the Notification of Tax Assessment to you in the post.

To assist the administration **please return your completed Financial Assistance application form(s) as soon as you are able.**

Once you have received your Notification of Tax Assessment, please forward this to us so that we can verify your application.

Have you fully completed and signed this form?

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Have you included a birth certificate if this is your first application?

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Have you completed your annual Tax Return and submitted it to the Tax Office, preferably using the online system?

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Your application and a copy of your Notification of Tax Assessment should be returned directly to:

HEIDI DELVES, JERSEY COLLEGE FOR GIRLS, LE MONT MILLAIS, ST SAVIOUR JE2 7YB **by close of business on Monday 3rd March 2025.**

Terms used in this application form

Child(ren) of the family	A child or children of one adult in the household only who has/have been recognised by the other adult as a child of the family unit.
Parent	Each of the mother and father.
Mother	The person whose name is on the birth certificate as the mother whether or not he has parental responsibility.
Father	The person whose name is on the birth certificate as the father whether or not he has parental responsibility.
Parental income	Funds received from all sources and includes benefits in kind.
Gross income	The full amount of income before any deductions for tax, Social Security, pension contributions or other.
Net income	The income after deduction of tax and Social Security and Long Term Care - but before deductions for pension contributions and other deductions.
Household income	The income of the parents if living together OR the income of the resident parent and of another adult living in the household who is a new wife, husband or civil partner or living in a marriage-like relationship with the resident parent. It includes board and lodging of others in the household – but not their earned income. It also includes any income of the Student (but not of other children in the household).
Other legal guardian	Any person who has a residence order in relation to the child or who is married to or the civil partner of the resident parent or is in a marriage like relationship with them and has accepted the child as a child of the family unit.
Student	The child in relation to which the application is made.
Maintenance orders	Includes all Court orders whether in Jersey or another jurisdiction and all financial provision for a child including regular payments, agreements for the payments of expenses such as medical and dental expenses, school fees, uniform etc. It also includes any formal agreement entered into by the parents or others to provide maintenance for the student.
The school / College	Jersey College for Girls and Jersey College Prep