



## **BURSARY APPLICATION FORM**

Somersfield Academy provides education for students ages 3 to 16 years, irrespective of the student's religion, beliefs, ethnic or national origins. The school's bursary programme was established to support families who wish their children to attend Somersfield Academy but who are unable to afford the set tuition. Bursary allocations are made solely on the basis of financial need and are not made on the basis of academic, athletic or any other merit.

Families are eligible for bursaries provided they meet the following requirements:

- ☆ All information and documentation required on the application form is submitted on an annual basis by the dates indicated. **Please check the list on the last page.**
- ☆ The family demonstrates evidence of financial need.
- ☆ The student and the family follow all school guidelines and requirements regarding attendance, homework, and behaviour. The family is also required to volunteer time to activities as outlined in the Parent Handbook.

The purpose of this form is to help the school determine your family's expected financial contribution towards your child/ren's education. Factors such as marital status, family size and income are considered against allowances for average living expenses for food, housing, education and savings. We will not be asking you about your personal expenditure.

If you do not already do so, we highly recommend that you develop a family budget to carefully identify your spending patterns.

The application is divided into six areas of inquiry. Please ensure to include all supporting documents required in step six. If you need assistance in completing this form, please contact the Head of School.

All applications should be sent to the Head of School

**APPLICATIONS MUST BE RECEIVED BY FEBRUARY 24<sup>th</sup>, 2012**

Email [head@somersfield.bm](mailto:head@somersfield.bm) Phone (441) 239-3344 Fax (441) 236-9789

107 Middle Road Devonshire DV06 Bermuda

**1. STUDENT INFORMATION:**

Please give us information about the student(s) for whom you are applying.

Student Name:	DOB:	Previous School:
Nationality/Status:	Gender:	Years at Somersfield:

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**2. FAMILY INFORMATION: Please give us information about your family**

Parents Marital Status: <input type="checkbox"/> Married <input type="checkbox"/> Unmarried <input type="checkbox"/> Separated/Divorced <input type="checkbox"/> Widowed	
Mother/Guardian Name:	Father/Guardian Name:
Address:	Address:
Home Tel:                      Work Tel:	Home Tel:                      Work Tel:
Employer:	Employer:
Occupation/Position:	Occupation/Position:



**4. FAMILY INCOME:** Please give us information about your family income.

Please indicate if amount is <input type="checkbox"/> weekly, <input type="checkbox"/> monthly <input type="checkbox"/> annual	Mother/Guardian Income	Father/Guardian Income
<b>Net salary/wages from Primary Employment:</b> (including overtime) This would include commissions, bonuses, gratuities and all other allowances and benefits, <b>after</b> deductions for medical insurance, pensions, and taxes.	\$	\$
<b>Net Salary/wages from Casual Employment:</b> (not your main job) such as catering, babysitting, cleaning, tutoring, performance or maintenance work-- this would include commissions, bonuses, gratuities and all other allowances and benefits from which no deductions are made.	\$	\$
<b>Rental Income:</b> You receive this income by holding property, whether in Bermuda or abroad. You must state this income even if the rent covers your mortgage.	\$	\$
<b>Investment income:</b> This is interest you receive on savings accounts, dividends from share or other investments.	\$	\$
<b>Child Support or Alimony:</b> This is income you receive in the form of child support and /or a supplement towards living expenses if you are separated or divorced.	\$	\$
<b>Pension Income:</b> This is income received through a pension plan for older parents.	\$	\$
<b>Gifts or family support:</b> This is income received from parents/grandparents or other relatives towards living expenses (rent reduction or food) or towards school tuition.	\$	\$
<b>Other Income:</b> This might include, but is not limited to, income from business interests that you run or own (not included in wages above), director fees and any other income.	\$	\$
<b>Total Income from all categories:</b>	\$	\$

## 5. DECLARATIONS:

I/We hereby declare that all information contained herein is correct at the time of signing and that **any change in circumstances** will be advised promptly to Somersfield Academy in writing. I/We hereby declare that any false or erroneous information will lead to the withdrawal of any financial assistance. I/We authorize Somersfield Academy to make independent verification concerning these statements.

Signatures: \_\_\_\_\_

Mother/Guardian

\_\_\_\_\_  
Father/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## 6. DOCUMENTATION REQUIRED WITH APPLICATION:

*Please attach the following forms if applicable:*

- Pay stub(s) from place(s) of employment
- Rental agreement if you receive rent
- Court documents for child support and/or alimony
- Statements reflecting interest or dividend income
- Statement for pension income received
- Payroll tax return if you own a company or are self-employed and receive business income
- All applicants must submit a letter indicating the bursary amount they are seeking.**

Somersfield is a non-profit, independent school established in 1991. Bursary allocations come primarily from our annual operating budget, though donor sponsorship is also sought. As a young school, our resources are limited, and as a result, we may be unable to provide financial assistance to all applicants in a given year. Those who do not receive allocations will be placed on a waiting list should additional funds become available. Annual bursary allocations are typically in the region of \$500 to \$3000, per student, per year.

Application forms should be completed in full and handed in to the Principal for consideration by a Bursary Committee. Applicants who have difficulty in completing this form may contact the School and request an appointment. Bursaries are granted for one academic year at a time, and application must be made, in writing, for any further assistance. Continuation of assistance will depend on the factors outlined above. All applications will be held in strict confidence. The decisions of the Academy will be final.



**Tell me more about receiving a Bursary**

Similar to other independent schools, Somersfield Academy wishes to support families who appreciate our unique approach to education and realize the advantages. While most of our fees are used to support the school, we understand that there may be those who find it challenging to meet the tuition obligations. We also realize that an independent school education is truly an investment in your child's future. We hope the following Q & A will help you to understand a little more about how the process of applying for financial assistance works, and how we can remove some of the mystery associated with requesting assistance.

1. **May anyone who attends the school apply for a bursary?** Any family with children attending our Full Day 4-year old thru MYP programme at the school may apply for a bursary, including staff members.
2. **What information do I have to give the school in order to receive a bursary?** In order to determine a reasonable amount that parents may contribute to their children's education, we will ask you to provide us with information related to total household income. While we are primarily interested in earned income, we may require additional information such as whether you receive free room and board with extended family, rental income from property or, in extraordinary circumstances, investment income. We will not ask for any information on how you spend your income. We follow guidelines that calculate ability to fund private education, and aside from the amount we deem reasonable to put toward your child's education, your discretionary expenses are your personal business. The process of application may offer families an opportunity to review their personal budgets.
3. **Are other parents of the school reviewing my application?** No. The confidential applications are reviewed by a committee of four senior school personnel—never teachers or other parents.
4. **What does the school do with information about my income?** The school follows generally accepted personal financial planning and credit guidelines for determining how much of your income might be intelligently applied to your child's education. Allocation is based upon a percentage of a family's total income, evidence of which must be submitted. Based on a sliding scale, families are expected to provide in the range of 6% to 20%, based on their annual income, towards their child's education.

One of the accepted guidelines is that families should save between 5% and 10% of their income, and we take these and other factors, such as living expenses, into consideration in our calculations.

5. **We are a divorced family and only one parent is responsible for school fees.** If parents have joint custody of the child, or if the children spend time with both parents, we expect that both parents will continue to support their children's education. Most independent schools expect that both parents support their children's education and, whether they are together or not, they still want the best for their children. Keep in mind that assistance is based on ability to pay, not on willingness to pay. For divorced families, we ask for income statements from both parents and total these together for purposes of determining the family income. Since both parents spend money on their children for food, housing, clothing, transportation etc., it stands to reason that both parents should support their education. If you believe you are in a unique situation, please do not hesitate to check with us.
6. **Our family has extraordinary costs over and above normal household expenses.** The only extraordinary expenses that we will consider for special review are out of the ordinary medical expenses. Virtually any other expense is based on a lifestyle choice, i.e. car, mortgage, holidays, food and clothing.
7. **Is my family's net worth considered in financial assistance decisions?** We only consider family income—we do not expect you to sell your home or sacrifice your savings in order to educate your child. We also anticipate that you will be saving some of your income for the future.
8. **How long will it take to find out if we have received assistance?** In order to alleviate the concern of knowing whether or not the assistance is approved, we will make every effort to respond within 4 weeks if applications are received within the annual application period.

While we cannot promise that every family who applies will receive a bursary, we hope that you will seriously consider the option of applying. We also hope that you will ask if you have any further queries—remember the school has set funds aside for the purpose of supporting students, and we hope you will use this resource if needed.