

APPLICATION FOR FEE CONCESSION

GENERAL INFORMATION

Please complete this form to apply for a fee concession for the Norwich Steiner School and Kindergarten.

The fees in the School and Kindergarten are set at a level to cover the day-to-day expenditure of these facilities. Please note that in the absence of state funding or a generous benefactor, our ability to offer concessionary rates to families on low incomes is strictly limited and dependent upon the majority of people being able to pay the full fees rate.

However, in line with many other Steiner Schools throughout the UK, we would not willingly turn away any child on the sole grounds of inability to pay and would endeavour to work with any family committed to the education in order to find a way forward that would allow the child to be accepted into the kindergarten or school.

Our longer-term aim is to establish a proper bursary fund so that we can maintain and encourage the attendance of children from diverse social and income backgrounds.

Before completing your application please consider whether there are relatives/godparents of the child, who have a family interest in their future, and who may be willing to make a regular contribution to their education, thus easing pressure on the very limited resources of the charity.

Please note the following points:

1. Concessions are reviewed at least annually, usually more frequently. A new application will be required in respect of each new academic year, which must be submitted prior to the end of the preceding Summer term.
2. Where parents have been paying full fees but due to unforeseen circumstances they are unable to continue paying full fees the parents may request to pay reduced fees on a temporary basis.
3. Concessionary or deferred fee agreements may be offered at the discretion of the finance team, and will have regard to the best interests of the School, the Kindergarten and the Charity as a whole.
4. All information given will be treated in strictest confidence.
5. The Finance Team must be informed if there is any change to your financial situation after completing and returning this form.

Please return your completed form in an envelope marked **"PRIVATE AND CONFIDENTIAL"** to:

Elizabeth Cooker, The Finance Team, Norwich Steiner School, Hospital Lane, Norwich NR1 2HW.

Once we have had a chance to look at your form, we will phone to discuss your application, or we may offer you a meeting, where it is hoped that an agreement on fees can be reached.

DETAILS OF CHILDREN FOR WHOM FINANCIAL ASSISTANCE IS REQUIRED

	Full Name	Date of Birth	Date of Admission
1			
2			
3			
4			

Is the family permanently resident in the UK?

If not, how long are you expecting to reside in the UK.

Will the child/children be attending another kindergarten/playgroup whilst attending our Kindergarten?

DETAILS OF PARENTS/GUARDIANS

Full names		
Residential address		
Owner occupied/rented - please delete as necessary		
Telephone Number Home: Work:		
What are your current employment circumstances, and plans for the next academic year?		
If you are not currently in paid employment, what are your longer term plans? We ask the above question to help ascertain whether you are likely to need financial support with fees for a long or short period of time.		
Name and address of employer		
Occupation		

FINANCIAL STATEMENT

Please note that we may request evidence of income and expenditure in accordance with details supplied within your application. This may include bank statements relevant to the 3 months.

CASH FLOW BUDGET (Average Month)

INCOME	Parent One	Parent Two
Earned Income after Tax		
State Benefits (not including Child Allowance)		
Child Allowance		
Family Tax Credit		
Other Income (from property, savings, investments etc.)		
Income from Boarders or Lodgers		
Grants from Educational Trusts		
Gifts / Help from Relatives		
Income from previous partner (maintenance)		
Total Income each		
TOTAL INCOME		

EXPENSES

Mortgage (Monthly Payment)	
Rent	
Rates	
Gas, Electricity, Water, Solid Fuel.	
Telephone	
Food	
Clothing	
School Fees (other)	
Repairs and Maintenance (Property)	
Insurance, Life (Including Endowment)	
Pension Scheme premiums (Other than Occupational)	
Insurance, Property	
Insurance, Vehicle.	
Vehicle Running Costs Fuel	
Vehicle Running Costs Servicing/Repairs	
Other Travel Costs	
Hire Purchase Furniture (Monthly Repayment)	
Hire Purchase, TV Video, Hi Fi etc.(Monthly Repayment)	
Credit Cards (Monthly Payment)	
Other Loan Repayments	
Other Rentals	
Holiday Costs (Annual divided by 12)	
Childrens Activity (Music lessons, Ballet, Riding etc.)	
Entertainment, cinema, concerts etc.	
Other Expenses Maintenance, previous family, etc	
TOTAL EXPENSES	

SUPPLEMENTARY INFORMATION

ASSETS	Parent One	Parent Two
House (Market Value)		
Chattels (Furniture etc @ Insured Value)		
Car		
Savings (Bank and Building Society)		
Other Assets (Shares, PEPs, Investments, holiday home etc)		
Trust Funds set up for Children.(Value)		
Total Assets Each		
GRAND TOTAL ASSETS		

LIABILITIES.

Mortgage (Outstanding Balance)		
Bank Overdraft (Total Balance)		
Fixed Term Loans (Balance)		
Hire Purchase Amount Outstanding		
Credit Cards Outstanding Balance		
Total Liabilities Each		
GRAND TOTAL LIABILITIES		

HOUSEHOLD

Adults	
Children 0-5	
Children 6-10	
Children 11-16	
Children 17-20	
Total Number of People in Full Time Education.	
Dependants NOT Living at Family Home	

ANY OTHER INFORMATION (e.g. details of other dependants) that you feel is relevant (please use a separate sheet if necessary). *You may particularly wish to provide more details on a separate page if you are self-employed and you find the format above limits your ability to effectively explain your income and expenditure.*

I hereby certify that the above information is a true and accurate statement to the best of my knowledge and belief. I undertake to inform the Finance Team of any changes immediately. I understand that wilfully giving false information will lead to the termination of the Concession without notice.

Signatures of parents or guardians:

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Date: