



Means Tested Bursary Application Form

The form needs to be signed by both parents/guardians where possible so that your bursary application can be considered without delay. A home visit to support your application may be requested.

1. CHILD'S DETAILS			
Surname (family name)		First Name	
Date of Birth		Current Year Group	

2. PARENT/GUARDIAN DETAILS			
Parent/Guardian – First Signatory			
Full Name			
Title (e.g. Mr, Dr, Mrs)		Relationship to child	
Contact Telephone Number		Mobile (if different)	
Email address			
Physical Address			
Employment Status please tick	Employed	Self-Employed	Unemployed
	Full Time	Part Time	
Occupation		Work Telephone Number	
Name and Physical Address of Employer			
Postal Address of Employer			
If you work part-time is there scope for you to generate additional income?			Yes <input type="checkbox"/> No <input type="checkbox"/>

Parent/Guardian – Second Signatory			
Full Name			
Title (e.g. Mr, Dr, Mrs)		Relationship to child	
Contact Telephone Number		Mobile (if different)	
Email address			
Physical Address			
Employment Status please tick	Employed	Self-Employed	Unemployed
	Full Time	Part Time	
Occupation		Work Telephone Number	
Name and Physical Address of Employer			
Postal Address of Employer			
If you work part-time is there scope for you to generate additional income?			Yes <input type="checkbox"/> No <input type="checkbox"/>

3. PARENTAL RESPONSIBILITIES			
If declaration is only being completed by one parent/guardian, please indicate the reason (please provide supporting documentation of court orders/separation agreement, etc)			
Divorced	Separated	Widowed	Absent/Other*
*Please provide details			
Does anyone else share financial responsibilities for this child? (E.g. grandparent/step-parent – please provide details)			

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4. INCOME (PER ANNUM)

Please complete the table below showing income from ALL sources, before deduction of tax, in *millions of Malawi Kwacha*. Please provide documents of all documents requested.

		2018/2019 Actual MwK	2019/2020 Estimate MwK	Supporting Documents Required
a	First Signatory – Gross salary			Payslip(s)
	Second Signatory – Gross salary			Payslip(s)
b	First Signatory – business profits or self-employed earnings			Business Accounts
	Second Signatory – business profits or self-employed earnings			Business Accounts
c	Gross Pensions received			Supporting documents
d	Other benefits			
	Tax credits/allowances			Tax statement/letter
	Housing allowance not included in 'a'			Employer documentation
	Gratuities not included in 'a'			Employer documentation
e	Income from properties			Contract/letter of evidence
f	Income from investments			Statements/letters
g	Maintenance payments/separation allowance			Court Order/Separation Agreement
h	Any other income not included above			
TOTALS				

Please indicate how much you think you could contribute towards school fees each term MwK million

5. ASSETS

Bank			
a	Type of account (e.g. Bank Name, Current A/C, Investment, savings etc)	Balance	
Other Investments (e.g. Bonds, Stocks/Shares)			
b	Type of investment	Balance	
Properties (list all properties you own including where you live if you own the property)			
c	Address	Loan/Mortgage outstanding	Estimated Value of Property (Millions of Kwacha)
Vehicles			
d	Make, model and year of car	Loan amount outstanding	Estimated value (millions of Kwacha)

6. OUTGOINGS

Please provide details of your *monthly* outgoings in *millions of Malawi Kwacha* (e.g. 450 000 mk = 0.45 million)

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	Amount	Documents Required
a	Mortgage Repayments	Mortgage statement for each property
b	Rental Payments	Rental agreement/letter
c	Maintenance Payments	Court order/separation agreement
d	Pension contributions	Pension letter
e	Loan and Credit Card payments	Statements
f	Other large outgoings	

7. DEPENDENT CHILDREN

Please give details of all dependent children, including the child for whom this application is made. If applicable, please add details of current bursaries/discounts.

Name	Date of Birth	Name of School	Amount of Bursary

8. DOCUMENT CHECKLIST

Please provide COPIES of all documents requested. Where the appropriate document is not available, please enter a date by which you will be able to provide it.

Checklist	Enclosed		If no, date by which the document will be available
	Yes	No	
Latest annual summary of salary earned			
Last 3 payslips			
Tax Return			
Accounts/Accountant Statement (self-employed)			
Other benefits			
Bank Statements (all accounts for last 3 months)			
Mortgage statement(s)			
Other supporting documents			

St. Andrew's International High School reserves the right to see any other documentary evidence it deems necessary in order to support the application.

9. DECLARATION

Following completion of this form, the following declaration should be signed by both parents where possible

I/We declare that to the best of my/our knowledge and belief, all particulars submitted are true and contain a full statement of my/our income from all sources during the periods shown.

I/We understand that the provision of false information may lead to my/our son(s)/daughter(s) being disqualified from assistance under the scheme.

I/We undertake to report immediately any material change in the financial position declared on this form.

I/We understand that the bursary award may be withdrawn or reduced if in the opinion of the Headteacher, our child's attendance, progress or behaviour no longer merits the continuation of the award.

First Signatory	Second Signatory
Full Name	Full Name
Signature	Signature

If the above declaration is signed by only one parent, please make sure you have completed section 3 and provide documentary evidence. We may need to send a separate form to the other parent for completion.

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10. HOW WE WILL USE THIS INFORMATION

All information shared with the School shall be treated as confidential and shall only be viewed by the Head Teacher and selected members of the School's Governing Body as well as the Head of Finances at the School.

We will use the information included in this form to assess your family's financial position and the level of bursary support you would need should we be able to offer your son/daughter a place at the School.

Bursary Application Forms, with supporting documentation, are retained securely for the duration of the time that a pupil is on the School roll as a minimum. A new form is required to be completed on an annual basis.

If you are unsuccessful in obtaining financial assistance, we will retain your application for no longer than is necessary and not normally more than one year after receipt of your application.

Please ensure that the Bursary Application Form is completed in full; lack of documentary verification may delay/jeopardise the award of a bursary.

Please return the completed form and supporting documentation in a sealed envelope to Mr Mbodzole in the Accounts Department for the attention of the Head Teacher.

All enquiries should be directed to hmbodzole@saints.mw

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