



Student Bursary Programme Application/Renewal Form

Rockbrook Park School has a bursary programme which enables it to offer a limited number of bursaries each year. All school bursaries are means tested and voluntarily refundable. To know whether your family qualifies for a bursary please read the Bursary Programme Policy.

The family / parents / guardians of a student applying for bursary support shall complete in full **Part 1** and **Part 2** of this Application Form, sign the declarations, and submit to the Patrons’ Bursary Committee through the school’s Finance Manager, either electronically which is preferable, or by hard copy.

For **Part 2** detailed confidential financial information on the family finances is requested. This information will be kept strictly confidential and will be available and assessed only by the Patrons’ Bursary Committee established by the school’s trustees, by any financial consultant employed by that committee for this purpose; and by the Finance Manager, Rockbrook Park School. This information will not be shared with any other member of the school staff.

Part 1 of this form will also be available to the School Management.

GDPR: All data will be controlled at all times to ensure confidentiality and will be handled in accordance with GDPR requirements.

Electronic submission: Bursary Applications normally must be submitted electronically to manager@rockbrook.ie. You will receive a confirmation email reply on successful submission.

Your checklist for bursary application submission:

Part 1: The signed bursary application and declarations.

Included

Part 2:

1. The completed Part 2 Financial Information of this application form;
2. For both parents / guardians from the last 2 years: copies of official Revenue income and tax payment declarations (that is, official Revenue ‘Employment Detail Summary’ for last two years; or the self-assessment summary section of Form11).
3. Supporting documentation (e.g., loan, mortgage agreements, relevant supports for expenses.)

Optional: hard copy submission: For hard copy submission, please send or hand-deliver the application in a sealed envelope to:

Rockbrook School Patrons’ Bursary Committee,
c/o Finance Manager,
Rockbrook Park School, Edmondstown Road, Dublin D16 P897

Deadline:

5pm, on 1st February 2024 each year for applications for the following school year (unless otherwise indicated by the school).

Interviews:

Candidates may be requested to attend for an interview.

Decision Communication:

The Patrons’ Bursary Committee will notify applicants of their decision as soon as is possible.



Student Bursary Programme – Application/Renewal Form

PART 1 APPLICATION & DECLARATIONS

I/We are applying to the Bursary Committee for financial support through the school’s Student Bursary Programme to help send our son(s) to Rockbrook Park School.

Rockbrook Student details (for the coming school year)

First Name:	Surname:	Class/year	Pleas state: New bursary or bursary renewal request?

DECLARATIONS

1. I have read the Rockbrook Park School’s Student Bursary Programme Policy and I understand that the bursaries awarded under this programme are voluntarily refundable on an honour-bound basis solely, without legal obligation. I also understand that all bursary refunds are returned to the Bursary Fund to be thus used to fund future bursaries.
2. I understand that if our family is awarded a bursary that it us, the bursary recipient family, who primarily have the obligation to assess if our circumstances have changed sufficiently to enable us to make bursary refunds in whole or in part. On behalf of our family, I accept the voluntary obligation to make such refunds when this is so; that the school will communicate with us and issue us with period bursary statements; and that this communication also may be sent the students themselves once they move into the labour market as adult earners.
3. I declare that all the information and financial data given and documentation furnished by me in this bursary application are true and correct, to the best of my knowledge.

	Mother / Guardian 1 (Delete as appropriate)	Father / Guardian 2 (Delete as appropriate)
<i>Signature</i>		
Name & surname		
Home Address		
Eircode		
Mobile Number		
Email address		
Date		

PART 2 FINANCIAL INFORMATION – Confidential

	Mother / Guardian 1	Father / Guardian 2
Name(s)		
Date of Birth		
Number & Age of Dependents		
Occupation		
Permanent (Y/N) if N please clarify		
Employer (s)		
Length of Service		
Annual Gross Income		
For the two (2) most recent years, attach Irish Revenue ‘ Employment Detail Summary ’ <i>or</i> for self-employed, Self-assessment Form 11 Return Summary . Confirm here which forms for which years are attached.	Form type: Years:	Form type: Years:

Property assets: Please provide details of properties including your home that you own

Property Address	Approx. Value (€)	Total mortgage & outstanding balance (€)	Repayments (€ monthly)	Mortgage begin & end dates	Arrears? If so, how much?	Rent monthly €	For Sale (Y/N)

For your properties that are currently on the market, please provide details including current asking price, length of time on the market, & expected date of sale payment:

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Other Assets (include shares/investments/deposits)

Details	Balance (€)

Financial Commitments (e.g., all loans including on credit cards, overdrafts, store cards)

Borrower's Name	Purpose of lending	Amount and outstanding Balance (€)	Repayments (€ monthly)	Date account opened, e.g., (mm/yyyy)	To be Re-structured (Y/N) *	Arrears? If so, how much?	Final Payment date

Family Income (Monthly)	€	Note/comment (if needed)
Salary/Wages		
Unemployment Benefit		
Worker Family Payment (WFP) (old Family Income Supplement)		
Children's Allowance		
Retirement Pension		
Invalidity/Sickness Benefit		
Carer's Allowance		
Health Board		
Mortgage Interest Subsidy		
Maintenance		
Rental Income		
Dependent's Contribution		
Other Income (Please specify, e.g. back to school clothing and footwear allowance)		
TOTAL INCOME €		

Family Outgoings (Monthly) Insert NA where item does not apply. Insert any outgoings under one heading only.	Monthly €	Supporting document attached (e.g., letter of loan; bank statement; monthly invoice)
Mortgage/Rent		
Credit Union Loans repayments		
Bank/Finance Loans repayments		
Maintenance Payments repayments		
Credit Card Payments		
Any Other Credit repayments		
Groceries / provisions		
Electricity		
Gas/Oil		
Petrol		
Car insurance & tax (per month)		
Cable TV		
School and/or Crèche fees		
Phone		
Travel		
Other outgoings not given above (Please specify, e.g., house insurance, car loan,...)		
TOTAL Outgoings €		
TOTAL Income €		
Balance €		

Bursary Request: Please state the % bursary amount you are requesting:

School year	Son(s) name(s)	Fees due	Bursary amount requested	Bursary % of school fees	Bursary received to date (if applicable)
Total					

Please indicate your main reason for requesting this bursary amount:

Any further information:

Please include any other particular circumstances or any other relevant information with regard to your son or family, you consider would be helpful to the Bursary Committee in carrying out their assessment.

We would be interested also to hear what attracted you and your son(s) to choose Rockbrook Park School.

Bursary Renewal

For Bursary Renewal applications, please provide the following details of the bursary amounts you have received to date:

Academic year	Son(s) name(s)	Fees due (all fees due to date)	Fees paid	Bursary amount received	Bursary % of school fees	Comment (if any)
Total						

Bursary Refunds:

Bursary amounts you have refunded to date: €.....

Bursary balance yet to be refunded: €.....

Applicant Signatures

**Mother/
Guardian 1**

Date _____

**Father/
Guardian 2**

Date _____

Please list the documents you are attaching to this form:
