



Hillview International School

P.O.Box 5809 Limbe, Malawi

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Means Testing Bursary Application Form



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1.Student

Family Surname		First Name	
Date of Birth		Current Year Group	

2.Parents / Guardians

Title and Name			
Relationship to child		Contact Telephone 1	
E-Mail Address		Contact Telephone 2	
Physical Address			

3. Marital Status and Parent Responsibilities

If this declaration is completed by one parent/guardian, you are required to provide additional documentation of court orders/ separation agreements.

Divorced / Separated/ Widowed/ Absent/ Other	
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4 . Father / Guardian - Signatory 1

Education & Employment Details

Education Qualifications		Full time / Part Time / Self Employed / Unemployed
Occupation		
Name, Address, & Contact details of Employer		
Name, Address & Contact details of business (if self employed)		

4 . Mother / Guardian - Signatory 2

Education & Employment Details

Education Qualifications		Full time / Part Time / Self Employed / Unemployed
Occupation		
Name, Address, & Contact details of Employer		
Name, Address & Contact details of business (if self employed)		

5. Income per annum

Please indicate income from ALL SOURCES before deduction of tax in millions of Kwacha. Supporting documentation is required.

	2020	2021 Estimate	Required supporting Documents
Gross Salary Signatory 1			Payslip (6 months)
Gross Salary Signatory 2			Payslips (6 months)
Business Profits Signatory 1 - Earnings			Business Accounts (Audited preferable)
Business Profits Signatory 2 - Earnings			Business Accounts (Audited preferable)
Gross Pensions			Supporting Documents

6. Other Income, Benefits and Income Tax Statements

All documentation is required.

Tax Payments in the previous year (both signatories)	1	MRA Certificates
	2.	
Tax Credits / Allowances (both signatories)	1.	Tax Statements
	2.	

5. Income per annum

Please indicate income from ALL SOURCES before deduction of tax in millions of Kwacha. Supporting documentation is required.

	2020 Current Year Actual MwK	2021 Next Year Estimate MwK	Required supporting Documents
Housing Allowance Not included in Section 5. Signatory 1			Employer Documentation
Housing Allowance Not included in Section 5. Signatory 2			Employer Documentation
Gratuities Not included in Section 5 Signatory 1			Employer Documentation
Gratuities Not included in Section 5 Signatory 2			Employer Documentation
Income from Properties			Supporting Documents
Income from Investments			Supporting Documents
Maintenance Payments (Divorce/ Separation)			Court Order / Separation Agreement
Any other income from other sources (not included above)			Supporting Documentation
TOTALS			
6. Assets Supporting documentation is required.	Address	Mortgage/Loan outstanding Balance	Estimated Value of Property
Properties			

6. Assets continued

Supporting documentation is required.

Vehicles

Make, Model & Year of vehicle	Estimated Value	Loan Amount Outstanding	Documentation Required

Other Investments

Type of Investment Bonds, Stocks and / or shares	Balance

Business and / or Personal Bank Account Details - Both Signatories

Bank Name, Account type and Account Number	Balance 6 month Certified Bank Statement is required

7. Outgoings, Costs and Other Responsibilities

Please provide amounts in millions of Kwacha. Supporting documentations are required.

Dependent Children

Name	Date of Birth	School / Institution	Cost / Bursary

Outgoings

Description	Amount	Documents Required
Mortgage Repayments		Statement (s)
Rental Payments		Rental Agreement
Maintenance Payments		Court Order / Agreement
Pension Contributions		Pension Letter
Loan Payments		Statement
Credit Card Payments		Statement
Other		Documentation

8. Documentation Checklist

HILLVIEW INTERNATIONAL SCHOOL RESERVES THE RIGHT TO REQUEST ANY OTHER DOCUMENTATION OR EVIDENCE DEEMED NECESSARY IN ORDER TO SUPPORT THIS APPLICATION

Please provide amounts in millions of Kwacha. Supporting documentations are required.

Copies of all documents requested should be provided with the application. If unable to provide a document requested, please provide estimated date by which this document will be provided.

Document Name	Yes	No	Date by which the document will be provided
Latest Annual Statement of earning(s)			
Most recent payslip(s) Past 6 months			
Tax Return(s)			
Accounts Accountant Statement(s)			
Other Benefits			
Bank Statement(s) (All accounts - 6 months)			
Mortgage Statement(s)			
Other Supporting Documents			

9. Declaration by Parents / Guardians

Both Parents / Guardians should sign this form (where possible)

- I/We declare that to the best of my/our knowledge and belief, all particulars submitted are true and contain full statement of my/our income from all sources during the periods shown.
- I/We understand that providing FALSE information may lead to our child(ren) being excluded from assistance under the Bursary Scheme of Hillview.
- I/We undertake to report immediately any material changes in the financial position declared on this form.
- I/We understand that the Bursary awarded may be withdrawn or reduced in in the opinion of the Board of Governors if our child(ren)s attendance, progress, or behaviour no longer merits the continuation of the award.

Signatory Name	Signature



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10. Other comments and supporting information for this application

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11. Submission Details

Date	Time	Received By

12. Approval Details

Authorisation and Approval is required from Accounts, Hillview Head Teacher, Hillview Board of Governors

Name	Position	Date	Signature
	Accounts Department		
	Head Teacher		
	Board of Governors Member 1		
	Board of Governors Member 2		
	Chairman Board of Governors		

Communication of Approval and Date of Effect

Date	Name	Start Date of Bursary