



## Student Bursary Programme Application/Renewal Form

Rockbrook Park School's bursary programme aims to support families who seek a Rockbrook education with its all-round Catholic ethos and characteristic spirit. Our bursary fund, supported by donations and ancillary campus activities, enables us to offer a limited number of bursaries each year. Bursaries are annually means-tested and are voluntarily refundable at some future date. 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 and submit **Part 1** and **Part 2** of this Application Form to the Patrons' Bursary Committee through the school's Finance Manager, [manager@rockbrook.ie](mailto:manager@rockbrook.ie).

For **Part 2**, detailed 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 that committee engages to assist with bursary assessment; and by the school's Finance Manager, who initially vets applications for completeness and is also available to help with its completing the form. 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 and preferably are submitted electronically to [manager@rockbrook.ie](mailto:manager@rockbrook.ie). Please ensure scanned documents are legible, open correctly and filenames indicate content. You will receive a confirmation email reply on successful submission.

Your checklist for bursary application submission:

**Part 1:** The signed bursary application and declarations.

**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 Form 11).
3. Supporting documentation (e.g., loan &/or mortgage agreement letters, relevant support for special extraordinary expenses.)

Included
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

**Applications will not be accepted unless all documents are submitted and all sections of the form are completed.**

**Optional:** Hard copy applications may be submitted in a sealed envelope to: *Rockbrook School Patrons' Bursary Committee, c/o Finance Manager, Rockbrook Park School, Edmondstown Road, Dublin D16 P897*

**Deadline:** 5pm, 1<sup>st</sup> February 2027

**Interviews:** Applicants 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 for the coming school year: 20\_\_/20\_\_

#### Rockbrook Student details

First Name:	Surname:	Class/year in the coming school year	Please 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.

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

## PART 2 FINANCIAL INFORMATION – Confidential

Please complete all parts of this form.

	Mother / Guardian 1	Father / Guardian 2
<b>Name(s)</b>		
<b>Date of Birth</b>		
<b>Children:</b> Name, date of birth; sex		
<b>Occupation</b>		
<b>Occupation Permanent?</b> (Y/N); if N please clarify		
<b>Employer (s)</b>		
<b>Length of Service</b>		
<b>Annual Gross Income</b>		
<b>Net annual Income</b> (after PAYE, USC, PRSI, Pension)		
<b>Include payslip for previous December (only)</b>	Payslip date:	Payslip date:
For the two (2) most recent years, attach Irish Revenue ‘ <b>Employment Detail Summary</b> ’ (EDS); <i>or</i> , for self-employed, <b>Self-assessment Form 11 Return Summary</b> .	Indicate Form type attached:  Years:	Indicate Form type attached:  Years:
<b>For social protection payments</b> , e.g., child benefit, working family benefit, back to work, etc: attach a copy of DSP letter indicating all payments to last December	Letter from Dept of Social Protection (DSP) attached? Y/N  Period cover by the letter:	Letter from Dept of Social Protection (DSP) attached? Y/N  Period cover by the letter:

**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:

**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, for the year just ended)	€	Note/comment (if needed)
Salary/Wages (net income for the year just ended after deductions -PAYE, USB, PRSI) Spouse 1 Spouse 2		Please include scans of your December payslips which show year end pay and deductions
Unemployment Benefit (indicate which spouse)		
Worker Family Payment (WFP) (old Family Income Supplement FIS)		Letter from Dept of Social Protection attached? Y/N
Child benefit (indicate no. of children)		Letter from Dept of Social Protection attached? Y/N
Other Social Protection payments (indicate which)		Letter from Dept of Social Protection attached? Y/N
Retirement Pension income Spouse 1 Spouse 2		
Invalidity/Sickness Benefit		Medical cert.
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; other allowances)		
Are there other household members who have earnings and contribute to the family income? If yes, please provide additional monthly income.		<b>Yes / No;</b> Please provide details on a separate page.
<b>TOTAL INCOME €</b>		

<b>Family Outgoings (Monthly)</b> Insert any outgoings under one heading only. (Monthly: Annual payments: divide by 12; Weekly payments: multiply by (52/12)	<b>Monthly €</b>	<b>Supporting document attached</b> [only include relevant documents and note reason for inclusion & filename; e.g., 'Bank 'loan letter' for mortgage, with start & end date and terms; BOIMortgageLetter.png].
Pension(s) <span style="float: right;">Spouse 1 Spouse 2</span>		
Mortgage/Rent		Loan letter?
Credit Union Loans repayments		Loan letter?
Bank/Finance Loans repayments		Loan letter?
Maintenance Payments repayments		Letter?
Credit Card Payments		
Any Other Credit repayments		
Groceries / provisions		
Home Electricity		
Home Gas/Oil		
Petrol/diesel/other		
Car insurance, tax, NCT, Maintenance (total; per month)		
Cable TV		
School and/or Crèche fees		Indicate school and creche & their fees per month
Phone(s)		
Travel		
Other outgoings not given above (Please specify, e.g., house insurance, car loan,...)		
<b>TOTAL Outgoings €</b>		
<b>TOTAL Income €</b>		
<b>Balance €</b>		
Office use only - RLE {e.g., <a href="https://backontrack.ie/rle-calculator/">https://backontrack.ie/rle-calculator/</a> }		

**Bursary Request:** Please state the % bursary support amount you are requesting for this coming school year. Education Fees for 2026/2027 are €4,995 (Capitation fees and other fees such as Bus fees are not included under the bursary programme.).

School Year	Son(s) name(s)	Fees due	Bursary amount requested	Bursary % of school fees	Bursary received to date (if applicable)
<b>Total</b>					

**Reason Bursary support required** Please indicate your main reason for requesting this bursary amount:

**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.

**For new applications:** *We would be interested also to hear what attracted you and your son(s) to choose Rockbrook Park school and what significance the school’s characteristic spirit founded on a Catholic ethos, as set out for example in our Admissions policy, played in your choice.*

**For renewal applicants:** *Briefly indicate how your son(s) have benefited academically and from the school’s characteristic spirit. Also indicate what ways you/your family have contributed to the school.*

**Bursary Renewal applications only:** provide the following details of the bursary amounts you have received to date (each year & total):

School year (20__/20__)	Son(s) name(s)	Fees due (all fees due to date)	Fees paid	Bursary amount received	Bursary % of school	Comment (if any)
<b>Total</b>						

**For those already in receipt of bursary support, please indicate**

What, if any, bursary amounts you have refunded to date: €.....

Your bursary balance yet to be refunded: €.....

**Applicant Signatures**

**Mother/  
Guardian 1**

**Father/  
Guardian 2**

Date \_\_\_\_\_

Date \_\_\_\_\_

Please list the documents you are attaching to this form:

File name	Document content

Before submitting, please check that this and all other documents you are submitting are labelled correctly with your son’s name, document name, in order and open correctly, e.g., that pdf documents are right side up and pages are in the proper sequence.