

## Tuition and after-school programmes

Application for free place grant for the school year of  
2023/24

To be used when applying for a grant to reduce the parental payment for school fees and/or after-school programmes at a grant-eligible private primary school

<b>School name and address:</b> Herlufsholm Skole Herlufsholm Alle 170 4700 Næstved	<b>School code:</b> 373024
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Complete for each student for whom a grant is applied for:

Only siblings with the same biological/adoptive parents may be specified in the same application.

Student's name:	
Student's personal ID number:	School level / grade for the school year:
Grants are sought to reduce:	
<input type="checkbox"/> Parental payment for school fees (Applicable to students in preschool and years 1 through 10)	
<input type="checkbox"/> Parental payment for after-school programmes (Applicable to students in preschool and years 1 through 3)	

Student's name:	
Student's personal ID number:	School level / grade for the school year:
Grants are sought to reduce:	
<input type="checkbox"/> Parental payment for school fees (Applicable to students in preschool and years 1 through 10)	
<input type="checkbox"/> Parental payment for after-school programmes (Applicable to students in preschool and years 1 through 3)	

Student's name:	
Student's personal ID number	School level / grade for the school year:
Grants are sought to reduce:	
<input type="checkbox"/> Parental payment for school fees (Applicable to students in preschool and years 1 through 10)	
<input type="checkbox"/> Parental payment for after-school programmes (Applicable to students in preschool and years 1 through 3)	

If a full or partial grant covering the parental payment is received from the municipal government, the school must be notified.

Please notice that the base income is calculated based on income for the calendar year prior to that calendar year in which the school year begins.

The base income upon which grant calculations are based is calculated as personal income with addition of positive income from capital and income from shares, taxed according to § 8a(2) of the Danish Personal Tax Act. Additional information regarding grant calculations is given in the Order on Grants, cf. INTRODUCTION AND GUIDE on page 4.

### To be completed by the parents:

Both parents must complete this section if:

- The parents are married as of September 5<sup>th</sup> of the school year

Both parents must complete this section if:

- The parents have a common registered address or common place of residence as of September 5<sup>th</sup> of the school year

If the parents, as of September 5<sup>th</sup> of the school year, are divorced, separated, or not married, and do not have a common registered address or place of residence, this section must be completed by:

- The parent with full custody  
or
- The parent at whose address the student is officially registered if the parents have joint custody

### Parent 1 (biological/adoptive parent only)

Name:	
Personal ID number:	
Address:	<input type="checkbox"/> Has full custody <input type="checkbox"/> Has joint custody

### Parent 2 (biological/adoptive parent only)

Name:	
Personal ID number:	
Address:	<input type="checkbox"/> Has full custody <input type="checkbox"/> Has joint custody

In the event of immigration to Denmark from a foreign country in the current calendar year, a Danish preliminary income statement MUST be attached.

If the parents are obligated to pay taxes in a foreign country and thus do not have a Danish income statement, documentation corresponding to a Danish annual income statement must be attached.

If only information about one of the parents are provided, by signing this document, that parent affirms that the parents are not married and do not have a common registered address or place of residence as of September 5<sup>th</sup> of the school year.

The separation/divorce MUST be approved by the authorities no later than September 5<sup>th</sup> of the school year to be taken into consideration for free place grant applications.

### Declaration of consent

With my signature I consent to the Secretariat of Allocation for private primary schools (the Secretariat of Allocation) retrieving personal information pertaining to economic conditions from the Danish Customs and Tax Administration (SKAT), as may be necessary for processing by the Secretariat of Allocation. I furthermore confirm that the information above is accurate.

Information from the application, and information retrieved from SKAT, shall be used solely for application processing by the Secretariat of Allocation and for allocation of the entirety of the issued free place and residency support grants to private primary schools, as well as for the school's allocation of those free place and residency support grants received from the Secretariat of Allocation to individual parents/students.

Information from the application, and information retrieved from SKAT, will be handled confidentially. It will not be disclosed or forwarded except as stated above.

This consent may be withdrawn by contacting the Secretariat of Allocation in writing. Upon withdrawal of consent, the Secretariat of Allocation is obligated to cease the processing, and to delete/shred said information to the greatest extent possible.

The consent will automatically no longer apply once the processing of the application has concluded, or if the application lasts longer than one year.

Information shall be stored of in accordance with the regulations of the Danish Bookkeeping Act.

Generally, the Secretariat of Allocation will be unable to process a grant application if consent is not granted.

By giving the consent your personal information will be processed in accordance with our personal data policy, located on our website fskr.dk.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**The application must be handed in to the school.**

## INTRODUCTION AND GUIDE

### Purpose

Free place grants are offered to help guarantee parents' rights to have their children educated at private primary schools through grants to reduce the amount of school fees and the parental payment for after-school programmes, as well as to reduce the cost associated with residency in a boarding programme.

### Allocation of free place grants

There are two portions to the grant model: the Secretariat of Allocation manages the allocation of free place grants to schools, and schools then manage the allocation of free place grants to the individual students.

Schools may be assigned free place grants based on the presence of applicants whose base income lies below the income thresholds set by the Secretariat of Allocation for this purpose. Parents' base incomes are calculated in accordance with §14 of the Order on Grants (please see below). If base income data cannot be obtained, preliminary income data will form the basis for grant calculations. All students who are enrolled and entitled to grants as of 5/9 of the school year may be considered by the Secretariat of Allocation for the purpose of free place grants for the applicable school year.

The school's free place grants will be allocated to students by the management of the school. The school's board of directors is responsible for the allocation process. The school is not obligated to follow the allocation guidelines of the Secretariat of Allocation but use of independent allocation methods/guidelines is contingent upon consideration being given to parents' economic situations, and the extent to which their municipalities of residence are providing parental payment grants.

Parents' addresses, children's addresses, parents' civil statuses, and numbers of siblings as of September 5<sup>th</sup> of the school year are essential to the free place grant calculations undertaken by the Secretariat of Allocation.

### Biological/adoptive parents

Only biological/adoptive parents should be specified in the application. If a student has half-siblings for which free place grants are also sought, separate applications must be completed for each student.

### Separation/divorce

Separation/divorce must be approved by authorities no later than September 5<sup>th</sup> of the school year to be taken into consideration for free place grant applications.

### Declaration of consent

By signing the Declaration of consent, there is given consent to the Secretariat of Allocation retrieving personal data pertaining to economic conditions from the Danish Customs and Tax Administration (SKAT), as may be necessary for processing by the Secretariat of Allocation. This information will be handled confidentially and used by the Secretariat of Allocation for calculating free place grants for schools, and by schools for allocation of the assigned free place grants to students.

### Personal data policy

In the Secretariat of Allocation's personal data policy, located on [fskr.dk](http://fskr.dk), you will find information regarding our procedures for processing your personal data. Furthermore, you can read about your rights as a registered party.

### Order on Grants

§ 14. The assigned residency support, free place grants, and grants to reduce parental payments for after-school programmes is administered by the Secretariat of Allocation for private primary schools, in accordance with §17(1) of the law.

Subpar. 2. Free place grants may be assigned to students in preschool and in years 1 through 10. Grants to reduce the parental payment for after-school programmes may be assigned to students in preschool and in years 1 through 3. Residency support grants may be assigned to students in years 8 through 10. The issuing of free place grants and residency support grants is contingent upon the student not having reached the age of 18 years at the start of the school year. Students who turn 18 during a school year may receive grants for the remainder of that school year.

Subpar. 3. Residency support, free place grants, and grants to reduce the parental payment for after-school programmes shall be allocated to individual schools based on the parents' base incomes; cf. subpar. 7, calculated based on the income for the calendar year preceding the calendar year in which the school year begins.

Subpar. 4. Should the parents be married or have a common registered address (even if not married), financial support shall be calculated based on the parents' combined base income.

Subpar. 5. Should the parents be divorced, separated, or not married and without a common registered address, financial support shall be calculated based on the base income of the parent

1. who has custody, or
2. at whose address the student is officially registered if the parents have joint custody.

Subpar. 6. The parents' combined base income, cf. subpar. 4., or the base income of one parent, cf. subpar. 5, may be reduced for each of the student's siblings under the age of 18 at the beginning of the school year.

Subpar. 7. The parents' base income shall consist of personal income with addition of positive income from capital used for income tax calculations in accordance with §7 of the Personal Tax Act; however, prior to the minimum deduction and base amount deductions contained therein; with addition of income from shares, taxed in accordance with §8a(2).

Subpar. 8. The school's allocation of residency support, free place grants, and grants to reduce the parental payment for after-school programmes to individual students shall consider students' and parents' economic situations and the extent to which the municipality of residence is issuing grants for school fees or residency.

Subpar. 9. The criteria for allocation of residency support, free place grants, and grants to reduce the parental payment for after-school programmes shall be established by the Secretariat of Allocation for private primary schools.