

## Policy for Financial Assistance

We are an independent, self-supporting educational institution registered in Germany as a non-profit Association and recognized in NRW as an anerkannte ausländische Ergänzungsschule. The governing body of the school is the Board of Trustees, elected by the Association members. The Board, responsible for establishing policies for the operation of the school, has created a programme for families who can demonstrate financial need. There are a limited number of full and half scholarships available each year. The following guidelines for Financial Assistance have been agreed by the Board of Trustees.

### Policy

- Financial Assistance is awarded on the basis of need, demonstrated by completing the Financial Assistance Application Form and submitting it, along with required supporting documentation, for review by the Director and Business Manager.
- All applications for Financial Assistance will remain in strictest confidence. Submitted applications will be held in school for a maximum of three years before being destroyed.
- The BIS Financial Assistance Programme will be advertised in detail (programme description, submission dates and requirements) by mid January of each calendar year in local newspapers, internal 'Newsflash' and on the BIS website.
- Applications in full, with complete supporting documents, must be received by 15 February of each calendar year. Families enrolling during the school year or after the deadline must apply at the time of enrolment provided Financial Assistance funds are still available.
- Applicants will be interviewed as part of the process to review the supporting documentation. Families must be available for interviews during the period of 15 February to 15 April.
- Applications will be processed by 15 April of each calendar year.
- The amount of Financial Assistance available is determined by the Director and the Board of Trustees as part of the annual budgeting process.
- Families with one school aged child applying for a place (or already enrolled) at BIS who have a combined gross income up to € 40,000 can apply for a full scholarship.
- Families with one school aged child applying for a place (or already enrolled) at BIS who have a combined gross income up to € 60,000 can apply for a half scholarship.
- Families with two school aged children applying for places (or already enrolled) at BIS who have a combined gross income of up to € 50,000 can apply for a full scholarship for each child.

- Families with two school aged children applying for places (or already enrolled) at BIS who have a combined gross income of up to € 70,000 can apply for a half scholarship for each child.
- Families with three or more school aged children applying for places (or already enrolled) at BIS who have a combined gross income of up to € 60,000 can apply for a full scholarship for each child.
- Families with three or more school aged children applying for places (or already enrolled) at BIS who have a combined gross income of up to € 80,000 can apply for a half scholarship for each child.

	One school aged child attending or applying to BIS	Two school aged children attending or applying to BIS	Three or more school aged children attending or applying to BIS
To apply for a full scholarship, gross family income of up to:	€ 40,000	€ 50,000	€ 60,000
To apply for a half scholarship, gross family income of up to:	€ 60,000	€ 70,000	€ 80,000

- Families who receive any form of corporate, diplomatic or governmental support for school fees are not eligible for assistance.
- Applications are approved on an annual basis only. Renewal is possible upon re-application in a subsequent year. No guarantees of Financial Assistance are made for future years.
- Financial Assistance is only available for school Tuition Fees (Grade 1 to Grade 12) and Admission Fees.
- All applications must be in English.
- Applications for Financial Assistance can only be accepted when an application for a place in the school has been submitted.
- Financial Assistance is not available for students in the Early Learning Programme.
- All decisions made by the Review Committee are final.

The following ongoing expectations for students on Financial Assistance are essential and will be considered as part of the decision process:

- Excellent attendance at school
- Excellent application to study
- Excellent behavior in relation to teachers and peers