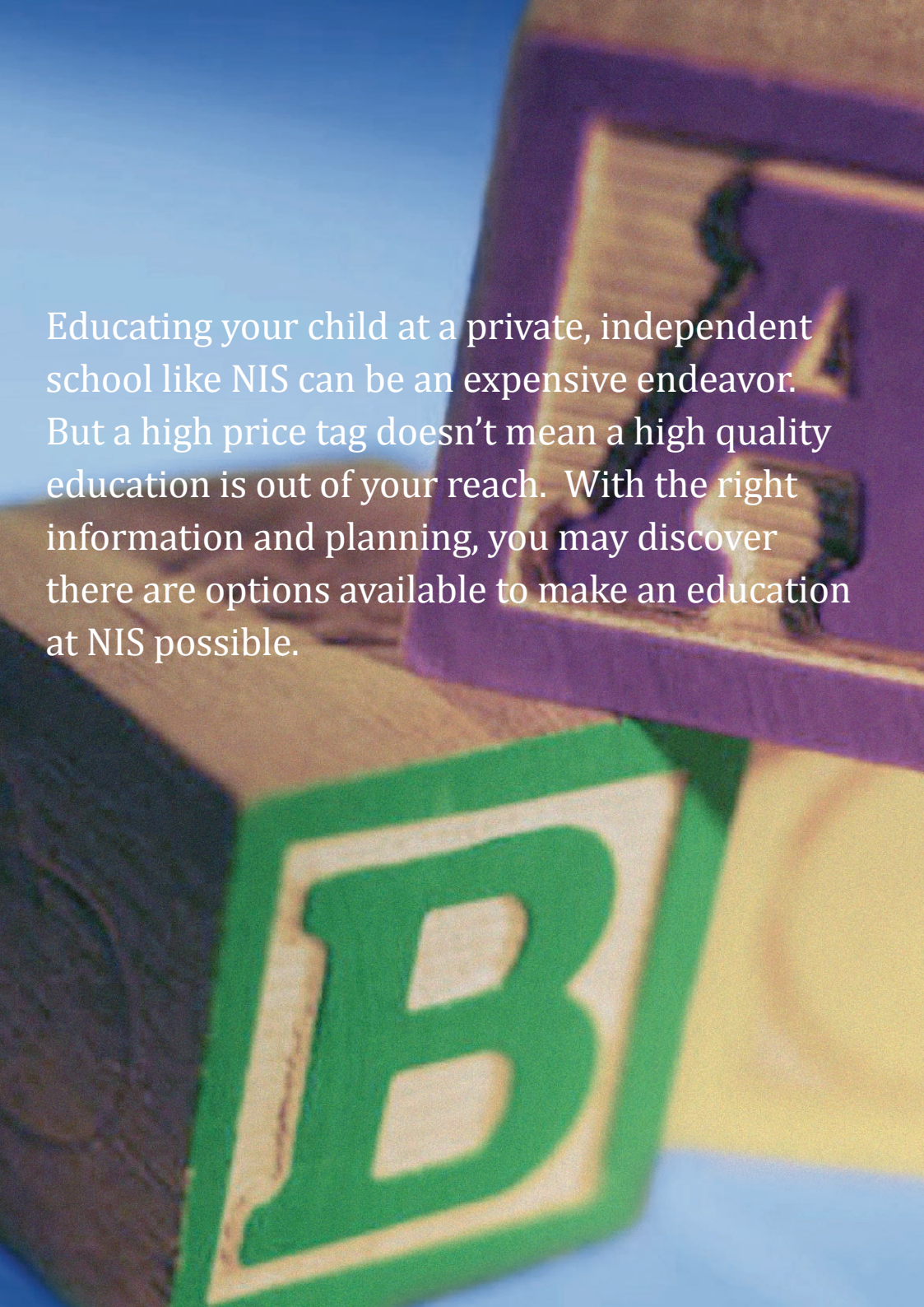


Guide to Financial Aid at NIS

*Making a
private-school
education a
reality.*





Educating your child at a private, independent school like NIS can be an expensive endeavor. But a high price tag doesn't mean a high quality education is out of your reach. With the right information and planning, you may discover there are options available to make an education at NIS possible.

The First Question:

Is our family eligible?

Financial aid is monetary assistance provided by NIS to reduce educational costs to families. Financial aid is provided on the basis of financial need, which is defined as the difference between educational expenses and a family's ability to pay those expenses. Since eligibility is based on many factors and each family has differing situations and financial circumstances, it is not possible to determine a specific income level at which a family is eligible or ineligible for aid.

NIS is committed to offering some degree of financial assistance to families that demonstrate financial need in paying tuition. First and foremost, consideration is given to students who have no educational alternatives in Nagoya. Ordinarily, this limits eligibility to students who are not subsidized by their parents' employers or by other parties.

Each year, the school allocates nearly 5% of the school's operating budget for financial aid, which provides financial support to roughly 20-25 families who could not otherwise attend NIS. Some families require assistance beyond what the program can offer, and unfortunately NIS is not able to meet all of the needs of all applicants.

How are funds allocated?

Applying for financial aid does not guarantee that you will be eligible to receive it. Conversely, simply being eligible does not guarantee that there will be financial aid available. The amount of aid offered by the school depends on each family's financial circumstances, the funds available, and the school's policies. Since a majority of the school's funds are awarded prior to summer holiday and allocated at the start of the school year, the application timing is also another factor.

Funds for financial aid come from two sources: the annual operating budget and donations. At NIS, tuition and fees finance roughly 94% of the budget, with the remaining 6% funded through grants and contributions from individuals and corporations to the school's annual fundraising campaign, the "Annual Giving Fund." Any increase in the

amount of financial aid can only be supported either by increasing fees paid by all parents, or through enhanced fundraising efforts.

Determination of grant assistance is based on a computational model that is similar to ones used in other school financial aid programs and on the professional judgment of the Financial Aid Committee regarding special circumstances of applicant families. **The typical award amount covers 10-20% of tuition.** *Note on "Sibling Discounts": While "Sibling Discounts" are not offered by NIS, the number of children attending from the same family will affect the overall computation in much the same way as a traditional "sibling discount" would.*

Important Considerations:

- **Know the deadlines**

Financial aid applications for all NIS families are due by June 1 of each year. Only if a family applies for admission to the school after this date, or if a family suffers unexpected reversals in their finances that affect their ability to make outstanding tuition payments during the course of the school year, will exceptions be made to this deadline.

However, since a majority of the funds are earmarked for distribution prior to the start of the school year, new applicants are strongly encouraged to apply well in advance of June 1. Applicants submitting documents after the deadline will only be eligible for any remaining funds.

- **Consider ALL the costs**

Knowing the true cost of a full year of education will help you plan your finances. Additional costs include one-time building and annual capital fees, and other annual expenses such as transportation, lunch, additional English language support, sports, and travel fees for retreats, field-trips and other club activities or trips. *Please note that the Financial Aid Program covers ONLY the cost of tuition.* **All students at NIS must pay all annual and one-time fees in full at the time of admission.**

- **Aid is awarded annually**

Families receiving financial aid must reapply each year in order to be eligible for continuing student aid. NIS will make every effort to continue to provide financial assistance at comparable levels when need warrants.

The Application Process (for **NEW** students)

1 Contact the Development Office

- Application forms for financial aid are available upon request
- All matters concerning financial aid (inquiries, applications, and decisions) will be handled confidentially

2 Apply Simultaneously for Admission AND Financial Aid

- Students must be viable candidates for admission before beginning the financial aid process.
- Submit all financial aid documentation to the Development Office, **together** with all admissions materials in a separate envelope.

3 Submit ALL documents **ON TIME**

- Applications will **NOT** be considered until all required documentation has been submitted.
- Identify **ALL** income sources anticipated for the school year, including support from family, friends, and relatives. (Application Form Question #5: "Employment Income & Assets")
- Provide accurate figures from the **MOST RECENT** taxation period. (Application Form Question #7 : "Income Tax")
 - * Provide a certified "Income and Tax Statement/Certificate" issued by your local government or tax authority.
 - * If a certified "Income and Tax Statement/Certificate" is not available, obtain one from your employer.
 - * If your tax is withheld in Japan, your statement should represent the year ending the previous December 31.

4 Schedule Interviews for Admissions AND Financial Aid

- Efforts will be made to schedule both interviews on the same day.
- Admissions interviews are conducted with the principals; financial aid interviews are with the headmaster and the business manager.

5 Await Notification

- Notification regarding financial aid will be sent to applicants as soon as possible. Any appeal of a decision should be immediate and should follow these steps:
 - Clarify and confirm the decision by contacting the business manager.
 - If the concern is not resolved, submit a written request to the headmaster for reconsideration of the application.

Criteria for Aid

- **Financial aid is based on a full year's enrollment and tuition.**

Should your child(ren) withdraw during the school year, the financial aid amount will be prorated.

• **Students receiving aid are expected to observe accepted standards of social behavior and to progress satisfactorily in their academic programs.** Students receiving aid who are on disciplinary or academic probation will receive future financial assistance grants on a semester basis until their probation status is remedied. *Future grants may be withheld if their probation persists.*

• **Families receiving aid are expected to perform some voluntary services for the school on a regular basis.** The aid application allows parents the opportunity to list service areas where they feel most qualified to volunteer.

• **Families receiving aid are expected to support the school's fundraising efforts.** *All parents are asked to contribute to the Annual Giving Fund, and as direct beneficiaries of this program, applicants are expected to understand the spirit of such a fundraising program, and to support the fund as much as possible.*

Administration of the Program

• The school's policies on financial aid are determined by the Board of Directors and are administered by a Financial Aid Committee made up of school administration and other members appointed by the board.

• Processing financial aid applications and managing the program's records and communications are responsibilities of the school administration, specifically the office of the headmaster. **After enrollment, all inquiries and questions regarding the Financial Aid program should be directed to the headmaster's office, NOT the Development Office.**



Questions?

*For Admissions questions,
contact the NIS Development Office:*
admissions@nis.ac.jp

*For Financial Aid questions,
contact the Headmaster's Office:*
headoffice@nis.ac.jp

*For General Enquiries,
or to learn more about NIS, go to:*
www.nis.ac.jp



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