



Windhoek International School

Financial Scholarship Application Form

Windhoek International School (WIS) has a Financial Aid programme designed to provide financial assistance to existing WIS families who have demonstrated financial need. This assistance will be provided in the form of a tuition reduction grant.

All applications are considered by the Financial Aid Committee. This Committee adheres to standing guidelines in each case.

The following conditions apply.

1. The student on whose behalf the application is being made must be currently enrolled at WIS.
2. The student must have completed at least one full school year prior to the date from which the Financial Scholarship is requested.
3. The student's fees to date must be paid in full. Students whose fees are in arrears are not eligible for a Financial Scholarship.
4. Financial Scholarships are not available to students whose sibling's fees are in arrears.
5. Financial Scholarships are not available to Local Rate students whose fees are paid in full or in part by embassies, companies, churches, etc. Financial Scholarships are available to Standard Rate students provided that all worldwide income is disclosed.
6. Families paying either the Local and Standard Rate are eligible for Financial Bursaries.

A student whose family receives such Aid is deemed to be in receipt of a Financial Scholarship.

Applications for Financial Aid must be made to the School Director Mr. Ethan Van Drunen evandrunen@wis.edu.na and must include an Application Form completed in full, plus all supporting documentation.

Basic income is defined as taxable income of both parents (both breadwinners) or legal guardians as disclosed or reported on the Namibian tax assessments (Form 6-0/0137) of the previous year. For Namibian Tax residents, this will be verified by the Namibian Tax Assessment form (Form no 6-0/0137) of the year prior to the enrollment year for which financial aid is requested as well as a statement covering world-wide income. If a significant change in income occurred or is expected during the current year, this must be reported at the time of application and will be verified in the next year's tax return.

In those cases where applicants have not been assessed a complete copy of the submitted stamped annual tax return should be submitted for evaluation and calculation of taxable income for the aforementioned tax period under review.

For expatriates, a statement covering world-wide income must be provided, along with a tax statement/tax return of the year prior to the enrollment year for which financial aid is requested, from the country where the applicant is paying taxes (translated into English- responsibility of the applicant).

For self-employed individuals:

Financial needs will be assessed based on the previous year's tax assessment (Form 6-0/0137), or the stamped submitted Tax Return if not yet assessed. The applicant must also supply a tax assessment and Annual Financial Statements of the legal entity for the same period. Both net worth and taxable income will determine eligibility.

Computation and Limits to Financial Aid

The total tuition reduction amounts available for Financial Aid are limited to a maximum of 50% of the anticipated full tuition revenues for the year.

Duration of Awards

Each award of Financial Aid is made for a maximum of twelve months.

Re-Application

Families receiving an award may re-apply annually for as long as they continue to meet the criteria set forth in this document. A change in the family's financial circumstances, a change in the number of financial aid applicants, or a change in the amount of funds allocated for this programme, could result in a different award amount.

Tuition only

Financial Aid applies to tuition fees only. Capital fees, enrolment fees, exam fees and other recurring or *ad hoc* fees remain the responsibility of the fee payer.

Cancellation of Awards

The School reserves the right to review, revise or cancel awards at any time due to changes in financial status or discovery of incorrect or falsified information. To continue to be eligible under this programme, parents/guardians must meet the financial need criteria, students remain enrolled at WIS, and parents/guardians meet all current financial obligations to the school.

Where a recipient's financial status improves significantly during the school year, the School may require a pro rata increase in tuition fees due the school. Where a misstatement of facts in the application process is discovered, the School may demand full payment of tuition fees and/or removal of the student from school. In any case, the School reserves the right to pursue legal action against the recipient. It is the obligation of the recipient to notify the School Director of any changes in financial status.

FINANCIAL SCHOLARSHIP APPLICATION FORM**DETAILS OF PARENT(S) OR LEGAL GUARDIAN**

TITLE: _____

SURNAME: _____

GIVEN NAMES: _____

RELATIONSHIP TO
STUDENT: _____

POSTAL ADDRESS: _____

OCCUPATIONS:

FATHER: _____

MOTHER: _____

EMPLOYERS:

FATHER: _____

MOTHER: _____

NUMBER OF
DEPENDENT CHILDREN: _____**STUDENT 1**

SURNAME: _____

NAMES: _____

YEAR LEVEL: _____

NATIONALITY: _____

STUDENT 2

SURNAME: _____

NAMES: _____

YEAR LEVEL: _____

NATIONALITY: _____

STUDENT 3

SURNAME: _____

NAMES: _____

YEAR LEVEL: _____

NATIONALITY: _____

Required Information

1. Statement from Employer

Financial Aid is only available to those who receive no financial assistance towards educational expenses from their employers or any other institutional entity. We require a statement from your employer certifying this fact on an official letterhead.

2. Verification of basic income

Basic income is defined as follows -

- *For Employees of Companies:*

Basic income is defined as an accumulation of salary, allowances, benefits and other income generated in Namibia and elsewhere in the world.

- *For Namibian Tax Residents:*

This will be verified by the Namibian Tax Return form of the year prior to the enrollment year for which financial aid is requested as well as a statement covering world-wide income. If a significant change in income occurred or is expected during the current year, this must be reported at the time of application and will be verified in the next year's tax return.

- *For Expatriates:*

This will be verified by a statement covering worldwide income, certified as true and completed by the Employer, along with a tax statement/tax return of the year prior to the enrolment year for which financial aid is requested, from the country where the applicant is paying taxes (translated into English as necessary at the cost of the applicant) as well as a Namibian tax assessment (Form 6-0/0137).

- *For Self-employed:*

Financial need will be assessed based on net worth. The applicant must supply Financial Statements and the Namibian Tax Assessment form of the year prior to the enrollment year for which financial aid is requested.

I certify the above information is true and accurate. I agree to keep all information regarding this application confidential and I certify that I have read the enclosed guidelines and regulations.

Signature

Date

Name in block letters