

# AMERICAN COOPERATIVE SCHOOL OF TUNIS

## APPLICATION FOR FINANCIAL AID

### Guidelines

#### **General**

All applicants for tuition assistance must fill out the accompanying form completely and accurately. All items left blank should be explained. Incomplete forms will lead to delays in consideration of requests. The financial information in these forms is treated in strictest confidence and must include the following:

- A statement of earnings certified by the applicant's employer. This statement should include salary, plus any extra benefits such as housing allowance, transportation, etc. If there are no allowances, the employer's certification should so state.
- Self-employed individuals must submit a copy of their most recent tax return to verify stated income.

#### **Awarding of Financial Aid Grants**

- A. Each application shall be considered on its own merit in light of all the information at hand. Disposable income and number of dependent children are primary factors considered when the application is reviewed by the Financial Aid Committee of the schools' Board of Governors. The final determination is confidential.
- B. The Board ordinarily makes grants of financial aid for up to a maximum of 50% of tuition, registration fee, and capital levy. Bus fees, which are optional to parents, are not included in grant awards. Parents must demonstrate an ability to pay the remaining portion of fees.
- C. Financial aid grants are provided on a one-year basis and must be reviewed annually upon re-application.
- D. Applications for financial aid during the school year may be submitted at any time. Applications for aid for the coming, or next, school year are considered at the April and May board meetings; thus, parents should submit applications for new or renewed aid by April 30th to ensure consideration. In the case of applications for renewed assistance, a new application form must be completed and any change in financial situation must be reported, including a new letter of salary and benefits verification.

#### **Board Policy on Financial Aid Guidelines: 3.301**

1. Total financial aid to all students may not exceed 4% of the school's current operating budget. Generally, only 3% is allocated prior to the end of the school year, leaving a 1% contingency fund for applications at the beginning of the school year.
2. Applications are considered from two categories of applicants: (a) those with institutional backing which pays for education costs for dependents but which may not cover full tuition and fees, and (b) those with no institution support, who must pay the full cost of schooling out of pocket.
3. Requests are **not** accepted from (a) applicants who have full reimbursement of tuition and fees from employing organizations, and (b) applicants who are in country on assignment for a sovereign government (e.g., embassy, bi-lateral assistance, etc.) or those working for a government-sponsored international organization. It is the responsibility of those governments and organizations to fund educational requirements of their dependents.
4. Requests which might unduly burden the financial or instructional resources of the school (e.g., increasing class size beyond desired maximums) may be denied regardless of justification or other compliance with these guidelines.
5. Applicants are generally not granted financial aid for more than three (3) consecutive years. Applicants in arrears from the previous year without Board approval will put their applications for renewal at risk.
6. Certain other tangible and intangible factors may be weighed, including ability to speak English, academic record, contributions of family to school, etc.

### **Parent Contribution**

All recipients of financial aid should be prepared to donate time and/or expertise to the school in some way that will be of financial benefit to the school. The parent and the school Director will work out the type of assistance and the schedule of volunteer time in a mutually satisfactory manner. Examples of assistance include substitute teaching, library work, classroom aide work, clerical assistance, fund-raising activities, facilities repair or maintenance, etc.

**AMERICAN COOPERATIVE SCHOOL OF TUNIS  
FINANCIAL AID APPLICATION  
(CONFIDENTIAL)**

(revised November 97)

**PERSONAL INFORMATION:**

•Student's Name: \_\_\_\_\_ Grade last Attended \_\_\_\_\_ Sex \_\_\_\_\_

Languages spoken by each child \_\_\_\_\_

Citizenship:\_\_\_\_\_ Date and Country of Birth:\_\_\_\_\_

\*\*\*\*\*

•Student's Name: \_\_\_\_\_ Grade last Attended \_\_\_\_\_ Sex \_\_\_\_\_

Languages spoken by each child \_\_\_\_\_

Citizenship:\_\_\_\_\_ Date and Country of Birth:\_\_\_\_\_

\*\*\*\*\*

•Student's Name: \_\_\_\_\_ Grade last Attended \_\_\_\_\_ Sex \_\_\_\_\_

Languages spoken by each child \_\_\_\_\_

Citizenship:\_\_\_\_\_ Date and Country of Birth:\_\_\_\_\_

•Student's Name: \_\_\_\_\_ Grade last Attended \_\_\_\_\_ Sex \_\_\_\_\_

Languages spoken by each child \_\_\_\_\_

Citizenship:\_\_\_\_\_ Date and Country of Birth:\_\_\_\_\_

\*\*\*\*\*

**Father's Name:** \_\_\_\_\_ **Age:** \_\_\_\_\_

Citizenship:\_\_\_\_\_ Occupation \_\_\_\_\_ Position \_\_\_\_\_

Name of employer \_\_\_\_\_ Address of employer \_\_\_\_\_

**Mother's Name:** \_\_\_\_\_ **Age:** \_\_\_\_\_

Citizenship:\_\_\_\_\_ Occupation \_\_\_\_\_ Position \_\_\_\_\_

Name of employer \_\_\_\_\_ Address of employer \_\_\_\_\_

**Mother**

**Father**

Mailing Address: \_\_\_\_\_

Home Address: \_\_\_\_\_  
(if different)

Home tel: \_\_\_\_\_

Employer's tel: \_\_\_\_\_

**FINANCIAL STATUS**

**Family Income**

Father's annual income: \_\_\_\_\_

Source: \_\_\_\_\_  
(Attach documentation: legalized statement from employer and bank statements for the last 12 mo)

Mother's annual income: \_\_\_\_\_

Source: \_\_\_\_\_  
(Attach documentation: legalized statement from employer and bank statements for the last 12 mo)

Does the family own its own house? \_\_\_\_\_

If yes, in whose name is the property? \_\_\_\_\_

If yes, are you currently renting it out? \_\_\_ Monthly rental income? \_\_\_\_\_

Is there a mortgage on the property? \_\_\_\_\_

If yes, original mortgage amount? \_\_\_\_\_

Which bank? \_\_\_\_\_

Outstanding debt? \_\_\_\_\_ Monthly payment \_\_\_\_\_  
 (Attach proper documentation for Mortgage status)

**Give present value of family assets, other than place of residence:**  
 (you must list all significant assets, e.g. vacation homes, rental property, farmland)

**Value In whose name**

Land and buildings  
 (other than home) \_\_\_\_\_

Savings \_\_\_\_\_

Investments:stocks, bonds, jewelry \_\_\_\_\_

Money owed to you by others \_\_\_\_\_  
 (all of the above must documented)

**Give average amounts of money spent each year by the family for:**

Food: \_\_\_\_\_ Clothing: \_\_\_\_\_

Housing (i.e. rent) \_\_\_\_\_ Taxes: \_\_\_\_\_

Other yearly major expenses  
 (e.g. medical, social clubs) \_\_\_\_\_

**Attach documentation:** electricity bills, water bills telephone bills, mortgage payments, tax statements, from the last six months.

**Allowances provided by your employer:**

	Mother		father
Overseas supplement	\$ _____		\$ _____
Education	\$ _____		\$ _____
Housing	\$ _____		\$ _____
Transportation	\$ _____		\$ _____
Other allowances	\$ _____		\$ _____
	TOTAL:\$ _____		TOTAL: \$ _____

Does the family own automobile (s)? If yes, give:

Make	Year	Outstanding Debt	Monthly Payment
------	------	------------------	-----------------

**Attach:** -copy of Carte Grise; documentation:  
 -monthly credit payments(if applicable),  
 -and yearly insurance payments.

Does the family have money, property, or assets in another country? \_\_\_\_\_

If so, where? \_\_\_\_\_ In whose name? \_\_\_\_\_

Value of these assets: (**Documentation required**) \_\_\_\_\_

How many persons are dependent upon the family's income? \_\_\_\_\_

For each dependent other than the student and the parents, please complete the following:

<b>Relationship</b>	<b>Age</b>	<b>Sex</b>
---------------------	------------	------------

Which dependents, including the student applicant, are in school? \_\_\_\_\_

<b>Name Cost</b>	<b>Age</b>	<b>Name and Location of school</b>	<b>Annual</b>
----------------------	------------	------------------------------------	---------------

How many years, do you expect the student applicant(s) to be at ACST? \_\_\_\_\_

What is the basis for this estimate? \_\_\_\_\_

Use this space to describe special circumstances that you feel the Board of Governors should consider in judging the amount of money, if any, the student will need. Use an additional sheet of paper, if necessary.

State Briefly your reasons for wanting your child to attend ACST:

We declare that the information on this application is true, correct, and complete, and give the ACST Board of Governors permission to verify this statement of Financial Status. We understand that FALSE financial statements jeopardize acceptance of a student into ACST.

Father's Signature:\_\_\_\_\_Date: \_\_\_\_\_

Mother's Signature:\_\_\_\_\_Date: \_\_\_\_\_

### Supplementary sheet for self employed

To be filled in if either parent owns a business

1. Who owns the business      Mother \_\_\_\_\_      Father \_\_\_\_\_      Both \_\_\_\_\_
2. In which country do you own the business? \_\_\_\_\_
3. How long have you owned your own business? \_\_\_\_\_
4. How long have you lived in Tunisia? \_\_\_\_\_
5. What is the exact nature of your business? \_\_\_\_\_
6. Number of buildings owned by the company? \_\_\_\_\_
7. Number of buildings leased by the company? \_\_\_\_\_
8. Annual mortgage payments on buildings \_\_\_\_\_
9. Annual rent payments on buildings \_\_\_\_\_
10. Number of vehicles owned or leased by company-owned \_\_\_\_\_leased \_\_\_\_\_

11. Age and type of vehicle \_\_\_\_\_
12. Number of employees \_\_\_\_\_
13. Salary of employees \_\_\_\_\_
14. Net sales for last year \_\_\_\_\_
15. Tax payments and liabilities \_\_\_\_\_
16. What salary do you draw for yourself? \_\_\_\_\_mother \_\_\_\_\_father \_\_\_\_\_
17. Do you draw a rent and/or transport allowance for yourself?

**Documentation to be attached:**

1. A copy of the business licence
2. Tax return
3. Copies of bank statement from an account in existence for at least six months
4. Number of employees and salaries
5. Company telephone + electricity + water bills -last 3 months
6. Building owned/leased
7. vehicles owned/leased
8. net sales for previous year
9. payment received