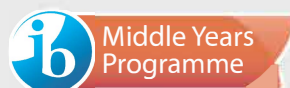




**International School of Curaçao**

# FINANCIAL AID POLICY AND PROCEDURE





## FINANCIAL AID POLICY AND PROCEDURE – ACADEMIC YEAR 2024-2025

### I. Principles and criteria for consideration of applications

The ISC Board makes financial aid available based on the following principles:

- **Need:** Financial aid is not a right; it is intended to help families with proven financial need;
- **Individual applications:** Applications are received and processed from individual families NOT groups, organizations or missions;
- **Academic Achievement:** Students must maintain the good levels of academic achievement needed throughout the school year to allow academic promotion;
- **Behavior and Social Contribution:** Student behavior and contribution to the social climate of the school must be consistently positive;
- **Attendance:** Students must satisfy the requirements of the school's published attendance policies;
- **Family contribution to the school community:** Parents of students receiving financial aid are expected to be actively involved in the school and/or the school community life;
- **Annual Renewal:** Financial aid must be applied for each academic year. There is no automatic extension of aid and no expectation of renewal;
- **Availability:** Financial aid is available in the form of tuition reduction of up to 50%; For students in grade 9 to grade 12, tuition reduction of up to 70% may be granted based on special academic achievement requirements.
- **Documentation:** The Financial Aid application form must be submitted in a legible typewritten format.

### II. Rationale

The rationale behind the Financial Aid program is to:

- Help families with genuine financial need;
- Avoid students having to leave the school due to drastic changes in the family's financial circumstances;
- Ensure a feasible body of student enrollment that will facilitate good levels of student interaction in the various academic settings throughout the school;
- Improve academic excellence at the school by supporting high achieving students in grade 9 to grade 12, who might otherwise not be able to continue at the school.

### III. Administration

1. Financial aid requests must be submitted on the ISC Financial Aid application form including all relevant documents no later than:

- **May 17, 2024** for students continuing into the next academic year
- **Within two weeks of enrollment for students new to the school.**

**\*\*IMPORTANT NOTE\*\***

**Late or incomplete applications will not be considered.**



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2. Financial aid is administered by a designated committee of the school's Board of Directors.  
If a board member has a conflict of interest he/she must step down and not be part of the Financial Aid Committee considering the case in point.  
In all cases, the deliberations of the Financial Aid Committee are confidential and the decision is final. There is no right of appeal and the Board of Directors will not entertain complaints about the administration of the Financial Aid system.  
The Financial Aid Committee member's identity will not be disclosed to the school community.
3. The Financial Aid Committee has the right to seek verification of all supporting documentation submitted.  
Particular attention will be paid to:
  - Documents to prove financial need;
  - Claims of student academic performance;
  - Claims of student contributions to school climate;
  - Claims of parent contributions to school and community life.
4. The criterion for academic achievement must be maintained throughout the year. If this criterion is not met, based on the End of Year Report Card, no financial aid can be approved for the following academic year.
5. Financial aid of more than 50% can only be applied for by a student entering grade 9 to grade 12, in his/her second or subsequent year of attendance at the school.  
Furthermore, to be a successful applicant a student recipient must:
  - Be a high academic achiever as shown by school records;
  - Be able to demonstrate the potential for achievement in the ISC academic program and/or the IB Diploma Program;
  - Maintain a yearly grade average of 88% or better.
6. The Financial Aid Committee will notify applicants of its decisions in writing:
  - For students continuing into the next academic year, no later than June 30<sup>th</sup>;
  - For students new to the school within two school working weeks of receipt of application materials

### IV. Exceptional Circumstances

Under unusual and compelling circumstances the Financial Aid Committee may approve awards which fall outside the principles listed above. The Financial Aid Committee may elect to award additional aid in the form of direct grants to students already receiving tuition aid who are participating in approved school sponsored activities. For example: curriculum related trips.

*\*Adopted from the International School of Havana, August 2015.*