

# MARIST SCHOLARSHIPS AND TUITION ASSISTANCE POLICY

## Outline

Marist is home to a diverse international student community of different nationalities. In recognizing the different needs of the school community, the economic constraints of some families, and the desire to promote academic excellence, the School offers a range of discounts and scholarships to existing and prospective students.

## Responsibilities

The Head of School is responsible for implementing and adhering to this policy. This policy applies to Tuition Fees, Development Fees and Application Fees. No discount or scholarship shall apply in relation to Examination Fees, Transport and similar fees and expenses.

## Financial Discounts

The School may offer one of two fee discounts: "corporate discounts" or "early-bird discounts". The criteria under which these may be offered is set out under each section.

Scholarships; may be offered under the following categories:

- Diversity scholarship (to promote different cultures within the school community)
- Academic scholarship (to encourage high-achieving students)
- Tuition Fee Assistance scholarship (for existing families suffering economic hardship)

When a family or company requests a discount or scholarship, it shall be the responsibility of the Admissions Team members to have them complete an application form, provide required documents and an explanatory cover letter. Prior to the Head of School considering any discount or scholarship application, all forms and information must be completed and submitted in full.

In no way does the existence of a type of discount or scholarship policy mean that the School must offer it to families every year. However, once agreed that the discount or scholarship is available, the Head of School will work to ensure that all applications are handled fairly, equally and in good faith. The Head of School, assisted by the HR and Finance Manager, shall maintain full and accurate records of all scholarships and discounts that are offered (including their quantum and duration), including application documents and approvals.

## Corporate Discounts and Corporate Contribution Scheme

The School values strong corporate relationships with companies operating in Japan, and offers a corporate discount on Tuition Fees, Development Fees and Application Fees to companies with multiple families attending the school.

Corporate discounts will be offered to companies where there are a minimum of two (2) students enrolled at the School whose care-giver is employed by the company requesting the discount.

The company shall be required to submit to the School the following documents;

- Evidence that the company is established in Japan
- A completed Application Form (providing any key details requested by the School, such as contact and head office address)
- Evidence that the caregiver of each student enrolled under the discount is employed by the company

The Head of School shall obtain the scholarship application form and any supporting documents for consideration. The Head of School shall make the final decision on whether a corporate discount is to be approved. The corporate discount approved by the Head of School may include any of the following incentives within the ranges noted, with such discounts being valid for the duration of enrollment.

- Tuition Fee Discount (1% minimum to 100% maximum)
- Development Fee Discount (1% minimum to 50% maximum)
- Application Fee Discount (1% minimum to 100% maximum)

Once accepted, the School shall issue to the company a formal letter setting out the key terms, incentives and period covered by the corporate discount.



## Early-Bird Discounts

The Head of School may approve the offering of an “early-bird” discount on Tuition Fees and Development Fees for the next Academic Year as part of setting the annual tuition fees. The criteria, amount and payment period for the early-bird discount shall be set as part of the annual fees process each year. To apply for an “early-bird” discount, parents must contact the School’s finance department, and request the issuance of a debit note for their full Tuition Fee, Development Fee and any associated application or other fees. The Finance department upon receiving an “early-bird” request shall verify fee details with the Finance Department and issue a debit note specifying the last day for payment.

The “early-bird” discount may not be used to cover any daily incidentals including School uniform, books and stationery, School bus (if required), activities programmes, field trips / camps etc (except where those charges are included in the Tuition Fee).

## Diversity Scholarships

The School values a diverse student group of many nationalities. To promote this diversity, up to 20% remission off the Tuition Fees and Development Fees (Diversity Scholarships) will be offered to select expatriate families in Grade 1 – 12. All scholarships awarded are for two Academic School Years.

The Scholarship shall primarily be available to expatriate families who have arrived in Japan for the first time and children that have not attended any other School in the country. The Head of School shall act on the recommendation of the Admissions Team to award up to 20% of the diversity scholarships offered for an academic year to expatriate families already residing in Japan, if it can be demonstrated that their admission improves the student body’s diversity.

‘Expatriate families’ are defined in the following way:

- A parent / family temporarily residing in Japan on a Work Permit Visa
- A parent / family who is/are regarded as a foreign hire (recruited from overseas to work in Japan)

No more than 1 student in each class from grades 1-10, and a maximum of 3 students in each grade level from Grades 11, may have a Diversity Scholarship. There should be fewer than 25% of students of the same expatriate nationality already enrolled in the given grade level. Families currently attending MBIS are not eligible.

To apply for a Diversity Scholarship, parents must complete a scholarship application form. The Head of School will review candidates and identify candidates for consideration and all shortlisted applicants shall be required to undertake an academic and English proficiency examination held at the School. Applicants will also be interviewed by the Head of School (or designate). Up to 20% Scholarship of the Tuition Fee and Development Fee may be granted.

The results of the academic examinations, English proficiency test and interviews, along with the full application form and supporting documents shall be submitted to the Head of School for consideration. The Head of School shall make the final decision on the number of scholarships awarded for each academic year.

Families of students receiving scholarships will still be responsible to pay for the Application Fee. Scholarships will also not cover any daily incidentals including School uniform, books and stationery, School bus (if required), activities programmes, field trips / camps etc. Successful Scholarship students may commence full studies at the School immediately. Families who do not qualify or miss out on the diversity scholarships are still eligible to apply concurrently for any other scholarship offered by the School.

## Tuition Fee Assistance Scholarships

This section is designed to communicate the guidelines for which the Head of School shall consider and shall grant, Tuition Fee Assistance Scholarships.

Tuition Fee Assistance Scholarships are not intended to provide routine access to financial resources that would otherwise be utilized for the common good of all fee-paying students and are not available to corporate enrolments. The scholarship is available to all families who have children currently enrolled in the School. This section expresses a commitment to Tuition Fees Assistance structured to respond specifically to individual cases of genuine need and financial hardship. Tuition Fee Assistance Scholarships may be granted to students for up to a maximum of 50% of the annual Tuition Fees payable, and students are not eligible to request the scholarship again the following year. All applications for Tuition Fee Assistance Scholarships shall be submitted to the Head of School (i) no later than the end of April in respect of the next School year; or (ii) when there is a sudden change in the financial circumstances of the family resulting in difficulties in making Tuition Fees and Development Fees payments.

Tuition Fee Assistance Scholarships will be granted in case of genuine need and / or financial hardship. Applications will be assessed on a family’s worldwide net income (including all salaries, gratuities, bonuses, investment income) and capital base. Applications must therefore include, as a minimum requirement to be considered;



- Cover letter of application explaining the individual circumstances
- Current work / employment contract
- A statement of other net income (including all property, investment and related income)
- An employer's confirmation letter of all employment related income and benefits including the current employment contract.
- A schedule of assets including property, investments and vehicles owned by the family in Japan and other countries

The application and all supporting documents shall be maintained in the strictest confidence by the School.

A review of any application for a Tuition Fee Assistance Scholarship will be undertaken as quickly as possible. The Head of School will be responsible for making a recommendation to the Board who will make the final decision on each application. The applicant must be informed in writing within a fourteen-day period of application.

Scholarships granted will be communicated as a percentage reduction of the annual school Tuition Fees and Development Fees. Families of students receiving scholarships will still be responsible to pay for the Application Fee. Scholarships will also not cover any daily incidentals including School uniform, books and stationery, School bus (if required), activities programmes, field trips / camps etc.

Families receiving Tuition Fee Assistance Scholarships are obligated to advise the school immediately of any changes in circumstances that might impact on the assessment of this Scholarship. Failure to do so shall be considered grounds for termination of any remaining scholarship benefit.

Tuition Fee Assistance Scholarships may be awarded or withdrawn throughout the school year to respond to the prevailing financial condition of the school and / or the circumstances of the family.

Families who do not qualify or miss out on the Tuition Fee Assistance Scholarships are still eligible to apply concurrently for any other scholarship offered by the school.

### **Academic Scholarships**

This section sets out the guidelines on which the Head of School shall consider and grant Academic Scholarships. The School is committed to providing students with the skills, attitudes and opportunities required for a successful future through our academic programs.

Each scholarship shall allow students from Early Years to Grade 12 a scholarship of up to 100% of the specific Tuition Fee and Development Fee on the condition that the student maintains an exemplary academic record. Academic Scholarships will be awarded to students displaying high academic abilities.

To apply for an Academic Scholarship, parents must complete a scholarship application form. All application forms and documentation must be completed and submitted directly to the Head of School for processing. The Head of School will review candidates and identify candidates for consideration and all shortlisted applicants shall be required to undertake an academic examination held at the School. Applicants will also be interviewed by the Head of School. The Head of School shall make the final decision on the number of scholarships awarded for each academic year.

Families of students receiving scholarships will still be responsible to pay for the Application Fee. Scholarships will also not cover any daily incidentals including School uniform, books and stationery, School bus (if required), activities programmes, field trips / camps etc. Successful Scholarship students may commence full studies at the School immediately.

### **Family / Sibling**

To recognise and accommodate the significant cost to a family of paying fees for multiple children attending the school at the same time, scholarships of 10% of the Tuition and Development fees for the second and subsequent children may apply. The 10% scholarship is applicable to the fees of the Tuition and Development fees otherwise payable in respect of the youngest child. If there are three children, then the 10% scholarship shall be applied to Tuition and Development fees of both the youngest and second youngest child. The scholarship shall only apply for two or more children's attendance at the school. When one child leaves and there is only one child at the school, no family / sibling scholarship shall be available. Child shall mean natural child or child of a current marriage. Applications for a broader interpretation of the definition of child shall be referred to the Head of School.

Applications, including details of all children and their ages, should be made by families to the Head of School who shall pass the information to the HR and Finance Manager. Upon verification by the HR and Finance Manager of the information required and confirmation that the criteria have been met, then the family shall be notified that the scholarship has been granted and the conditions that apply to the scholarship.



## Alumni Tuition Fee Discounts

At Marist, we value our students and believe that they remain a part of the Marist family even after their graduation from high school. We are proud to offer a discount of 20% off the tuition fees for any new applicant who has a direct family connection to a graduate / alumnus of Marist Brothers International School.

## Missionary Scholarship

In line with the school's history, values and relationship with the Marist Global Network, children of families with Religious Activities visas (members of foreign religious organizations) will be offered a 50% discount on tuition.

## Subsidies

The School works closely with local authorities to ensure that eligible families receive financial support through various subsidy schemes offered through the Japanese government, Hyogo Prefectural government and / or the Kobe City.

Families with students in Grades 10, 11 and 12 can apply for three different types of subsidies / allowances including:

- High school subsidy (via the Japanese government)
- Tuition discount (via the Hyogo Prefecture government)
- Scholarship allowance (via the Hyogo Prefecture government)

The school can apply for these subsidies or allowances on behalf of eligible families and call for the submission of necessary documentation no later than the end of November of each academic year. The school is notified by authorities in January and adjustments are made to the tuition amount for Semester 2.

Some students are also eligible for transportation and school supply subsidies. If families would like to know more about specific subsidies, they are encouraged to contact our Finance Office.

