



## **UWC ISAK Japan Financial Assistance Policy**

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### **Introduction**

UWC ISAK Japan is a fully residential international high school for students from ages 15-19 with an annual enrollment of approximately 200 students in Grades 10, 11, and 12. Approximately 70% of students receive some level of need-based financial assistance.

### **Programme Philosophy**

At UWC ISAK Japan, we believe that all students should have access to an outstanding education, regardless of financial circumstances. We make every effort to provide financial assistance to meet the full, demonstrated need of students admitted to the school. In return, we expect families to be honest about their financial situation, and to make some lifestyle sacrifices in order for their child to attend UWC ISAK Japan.

### **Eligibility**

All UWC ISAK Japan applicants are eligible to apply for financial assistance, regardless of nationality or country of residence. UWC ISAK Japan does not discriminate in the administration of its financial assistance policies due to race, religion, national or ethnic origin, gender, age or sexual orientation.

Students who did not apply for financial assistance at the time of enrollment are not eligible to apply for financial assistance in subsequent years, barring a family emergency or other significant, unanticipated change in family circumstances (death or illness of a parent, job loss, etc.). Even in the case of such events, UWC ISAK Japan cannot guarantee that financial assistance will be awarded.

## **Resource Limitations**

While we are dedicated to offering financial assistance to as many students as possible, it is likely that we will not be able to meet all requests for financial assistance.

## **Family and School Partnership**

At UWC ISAK Japan, we feel that students benefit most when families are active partners in education. While we are dedicated to providing financial assistance to students in need, we also expect families to contribute financially to their child's education whenever possible, even if the amount is small. Families who are unable to provide any financial support are encouraged to support their child and the UWC ISAK Japan program in their own way.

## **Application Process**

Any applicant who feels that they are unable to afford the full cost of a UWC ISAK Japan education is able to apply for financial assistance during the admissions process. Financial assistance awards are decided by the Financial Assistance Office, independent of admissions decisions.

We are unable to provide families with an estimate of the amount of financial assistance they might be awarded if they apply and are admitted to UWC ISAK Japan. All financial assistance awards will be confirmed and shared with families at the same time as final admissions decisions are communicated to applicants.

## **Documentation**

In addition to the Financial Assistance Application Form requesting information about family income, expenses, and assets, parents must submit requested documentation in English or Japanese in order to be considered for financial assistance. In general, parents must submit tax returns from the most recent fiscal year. If tax returns are not available, parents must submit official income statements from each employer or other proof of income. Additional documents, including bank statements, rent income statements, etc. must be submitted if requested.

## **Submission Requirements and Information Accuracy**

Financial assistance is awarded based on need. If we discover that we have awarded financial assistance to a student based on incorrect information, we have the right to reduce or deny future financial assistance to that student.

## **Parent Contributions**

If parents are divorced or separated with shared custody or financial responsibility for the applicant, both parents are expected to contribute to their student's education and will be required to submit the required documentation as part of the financial assistance application

process. In addition, the income of stepparents with custody of the applicant will also be taken into consideration when determining the level of financial assistance awarded.

In the case of two-parent families where only one parent works, UWC ISAK Japan has the right to adjust the financial assistance calculation based on the non-working parent's ability to work. Unless presented with extenuating circumstances, we will assume that the unemployed parent has the ability to work at least part-time to contribute toward school fees. Families with young children and/or elderly family members requiring care at home should make us aware of this.

## **Financial Assistance Awards**

UWC ISAK Japan uses a bespoke financial need assessment tool to determine the suggested family contribution for successful applicants. Prior to determining each family's financial assistance award we will evaluate this suggested contribution by considering the limitations of our tool's ability to consider contextual information about the national context and family circumstances of our diverse pool of applicants. After determining the value of any Financial Assistance to be offered to each family, this will be signed off for final approval by the Head of School before being communicated to the family.

Some families will have a level of income and/or assets that disqualify them from receiving financial assistance. This decision will be shared with families prior to announcing admissions decisions to confirm if the family wishes to continue with the student's application without the prospect of receiving any financial assistance.

## **Additional Costs**

UWC ISAK Japan works to keep additional expenses to a minimum. The cost for National Health Insurance is included in school fees and, in general, the cost of school activities and Project Week is covered by the school, or funds are available for students with high financial need who are not able to pay for extra expenses.

The school charges an IB Years Fee for students in Grades 11 and 12. This fee is waived for students accepted through the National Committee entry pathway, and for all other students the IB Years Fee is prorated in line with their financial assistance award, if any. Additionally, we have a budget for School-Supported Self-Taught (SSST) IB Language course tutoring fees, and students who are receiving full or high financial assistance can have their SSST tutoring fees partially or fully paid for by the school.

Except in extremely rare cases, the following are examples of items that are generally NOT covered by financial assistance at UWC ISAK Japan.

- Airfare to/from Japan and transportation to campus
- School supplies
- University application fees and standardized testing fees
- Pocket money

- Security Deposit
- Travel money during long school breaks

A limited number of waivers are available for standardized tests for university applications and the University Advisors can also help students with limited financial resources request application fee waivers for university applications. In addition, students receiving full financial assistance for tuition are eligible to borrow a laptop computer and graphing calculator for the duration of their time at the school.

## **Appeals**

If a family believes that the financial assistance awarded is insufficient to meet its needs, they may file a written request to the Financial Assistance Office. Appeals have to include information that was not previously available, clarification of an item, or an extenuating circumstance.

## **Ongoing Commitment from UWC ISAK Japan**

In general, we will provide the same level of financial support during a student's time at UWC ISAK Japan, as long as the student remains in good standing and the family's financial situation has not changed significantly. Families must re-apply for financial assistance each year by submitting an up-to-date financial assistance renewal application form and relevant supporting documentation. Families with more than one child at the school only need to submit one form.

## **Student Responsibilities**

A student's attendance, academic performance at UWC ISAK Japan, maintenance of strong character, and cooperation within the school community are required for continued financial assistance at UWC ISAK Japan. If a student does not meet his or her responsibilities, UWC ISAK Japan has the right to withdraw financial assistance in subsequent years.

## **Family Resources**

We reserve the right to adjust or withdraw financial assistance if a family's lifestyle does not reflect the information provided on the financial assistance application form. Financial assistance may be reduced or eliminated if it becomes clear through spending, travel, or other habits and behaviours that the family as a whole has more disposable income than originally declared.

## **Confidentiality**

UWC ISAK Japan respects the privacy and confidentiality of students, parents, and spouses through the Financial Assistance process. All information submitted to UWC ISAK Japan will be held in strict confidence and we will use the information for determining financial assistance awards only. UWC ISAK Japan maintains confidentiality and expects the same of parents and guardians.