

Tuition Fee Reduction Programme (TFRP) 2017/2018

Munich International School e.V. (MIS) was established in 1966 to serve Munich's international community and interested German families. MIS provides an international, co-educational, English language learning environment for students aged 4 -18. High academic standards, a diverse curriculum and a clear focus on the moral, intellectual, physical and emotional development of students are central to the MIS experience. As a supplementary School (Ergaenzungsschule) and as an alternative School (Ersatzschule) MIS is mainly financed by tuition fees paid by families or the employers of families who are sending their children to MIS. Munich International School e.V., is a non-profit organization and as such, all revenues are devoted entirely to ensuring that the school fulfills its educational mission and objectives.

In consideration of the statutory purpose of the school, MIS offers a Tuition Fee Reduction Programme (TFRP). Its purpose is to ensure international and social diversity and to make Munich International School e.V. accessible to students with the interest and need for an international education regardless of economic status.

Tuition Fee Reduction Programme Eligibility

Munich International School e.V. is now accepting applications for the TFRP from current students and new applicants in Grades 1-12 for the School Year 2017/2018.

To be eligible for consideration for a tuition fee reduction a family must have been resident in Germany for at least 6 months and have not have any access to alternative financial support through corporate or their own company, government or any other means of sponsorship.

In addition, the student's need for a tuition fee reduction must be established through the completion of a Tuition Fee Reduction Programme Application, which requires timely submission of detailed family financial information. The school reserves the right to request a certified translation of required financial information.

If eligible, the consideration for tuition fee reduction is guided by the following parameters and requirements:

1. All financial information shared with the school is confidential, with procedures in alignment to the German Data Protection Act.
2. All required information must be submitted to the school by May 1 for returning students, and by new students at the time they are completing the admission process prior to May 15.
3. To allow resources to be broadly shared within the community, a maximum of two students per family will be able to apply for a tuition fee reduction.
4. The student, prior to his or her consideration for a tuition fee reduction, must meet the generally applicable admission criteria, provide evidence of a strong academic standing and show the interest and ability to benefit from our international school program of studies.
5. The family is internationally oriented and there is a clear student need for, or demonstrable benefit to, an international education program.

6. The family is willing and able to play an active role in the support of the student's participation in our English language educational community.
7. The family and student are willing, interested and able to pursue further study opportunities to build on the Munich International School experience.
8. The numbers 5-7 above do not only apply to TFRP applicants but also to all students in general.

Tuition fee reductions are granted for one year only and must be applied for annually. The TFRP does not confer an enforceable claim to receive a reduction even if all criteria are met.

Selection Process for Tuition Fee Reduction Programme (TFRP) Participants

A tuition fee reduction committee will determine TFRP participants. All TFRP applications must be submitted to the Admissions Office.

Once admission eligibility has been established, consideration for available funding for a tuition fee reduction will be prioritized using the following criteria:

1. Students nearing graduation.
2. Students from a single-parent household.
3. Students from families with more than two children enrolled in the school.
4. All other students will be processed in the order of the date the application was received.

Annual TRFP Fee Structure

For an approved TRFP application, the annual tuition fee payable under the TRFP is based on his or her family's gross annual income and the assets. Gross income includes all positive earnings regardless of the origin or if the earnings are taxable. Child benefits/family allowances are also considered income. Negative income will not be deducted from positive income.

Annual Gross Family Income in €	Family assets in €	Annual Tuition Fee in € per child
0 – 49,999	0 - 99,999	0 - 3,000 *
0 – 49,999	100,000 – 199,999	4,000
0 – 49,999	200,000 – 299,999	5,000
0 – 49,999	300,000 - 399,999	6,000
0 – 49,999	400,000 - 499,999	7,000
0 – 49,999	>= 500,000	Full Tuition Fee **

50,000 – 64,999	0 - 99,999	5,500
50,000 – 64,999	100,000 – 199,999	6,500
50,000 – 64,999	200,000 – 299,999	7,500
50,000 – 64,999	300,000 - 399,999	8,500
50,000 – 64,999	400,000 - 499,999	9,500
50,000 – 64,999	>= 500,000	Full Tuition Fee **

65,000 – 79,999	0 - 99,999	8,500
65,000 – 79,999	100,000 – 199,999	9,500
65,000 – 79,999	200,000 – 299,999	10,500
65,000 – 79,999	300,000 - 399,999	11,500
65,000 – 79,999	400,000 - 499,999	12,500
65,000 – 79,999	>= 500,000	Full Tuition Fee **

80,000 – 94,999	0 - 99,999	10,500
80,000 – 94,999	100,000 – 199,999	11,500
80,000 – 94,999	200,000 – 299,999	12,500
80,000 – 94,999	>= 300,000	Full Tuition Fee **

>= 95,000	>= 0	Full Tuition Fee **
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* At the discretion of the Head of School

** Full Tuition Fee as defined in the School Fees 2017/2018

MIS Tuition Fee Reduction Programme (TFRP) School Year 2017/2018 Application Form

Guidelines

Please complete the Tuition Fee Reduction Programme (TFRP) Application and return it with the documentation requested to the MIS Admissions Office. The deadline for submission of the application **including all required documentation** is May 1, 2017 for returning students, and, for new students, at the time they are completing the admission process and no later than May 15, 2017. Please note that TFRP applications received after those dates will not be eligible for consideration.

To qualify for consideration for TFRP funding, an applicant must either be a current MIS student or have been offered a place by an admission application on file with the Admissions Office. Please be assured that all information related to TFRP applications is held in strict confidence.

Any applications that are incomplete by the application deadline will not be considered. Submission of a TFRP application does not automatically guarantee a tuition fee reduction. Decisions on TFRP participants are confidential and will not be discussed. All decisions are final and cannot be appealed. Tuition fee reductions are granted for one year only and must be applied for annually. The TFRP does not confer an enforceable claim to receive a reduction, even if all criteria are met.

The reduction amount only applies to tuition fees and does not include other fees such as the application fee, entrance fee, IT fee, after school care etc.

1. **Name(s) of child(ren)** for whom application is being made: (Maximum 2)

a) _____ Age: _____ Grade 2017/18: _____

b) _____ Age: _____ Grade 2017/18: _____

2. Home address:

_____ Tel: _____

3. Name of father: _____

4. Employed (give employer's name): _____

5. Self-employed (state type of business): _____

6. Mother's name: _____

7. Employed (give employer's name): _____

8. Self-employed (state type of business): _____

9. Does the applicant have access to any public or private educational funds?

Yes No

If yes, list or attach documentation

10. Briefly state how you feel that your child will benefit from an MIS education. What would they offer to the School?

11. Family income in Euro (taxable and non-taxable)	2015	2016	2017	Attached Document No. (Please see page 6)
a) Father's annual gross income:				
,b) Mother's annual gross income:				
c) Pension or retirement income:				
d) Income from all other sources:				
e) Separation or maintenance allowance:				
Total income				

12. Family Assets in Euro (taxable and non-taxable)

a) Current market value of family home(s) if owned:

Country in which located _____

Market value in EURO _____

b) Total amount of mortgage(s) outstanding: _____

c) Family's equity in home(s) (subtract b from a): _____

d) Current market value of any other real property owned (land or buildings): _____

e) Current market value of personal property (e.g. cars owned, jewellery etc.): _____

f) Current market value of any other investments: _____

g) Life assurance bonds and policies: _____

h) Average of the balance of the last 4 quarters: _____

TOTAL NET Assets (sum of c,d,e,f,g and h): _____

13. Name of family bank(s): _____

14. Is any portion of child(ren)'s school fees paid or reimbursed by parents' employer, public organisation, private persons, insurance or others?

Yes No

If yes, give percentage or amount: _____

15. How long do you anticipate requiring tuition fee reduction? _____

16. Please mention below any special circumstances which have a bearing on this application for TFRP: (continue on a separate sheet of paper, if necessary).

To support your application, please enclose all of the following documentation (as appropriate). Documentation in languages other than German or English must be submitted with a certified translation in German or English (“beglaubigte Übersetzung”)

- Three most recent salary slips for yourself and (where applicable) your spouse
- Statement(s) of Earnings (Tax document issued yearly by your employer)
- Copy of most recent tax confirmation (Einkommensteuerbescheid), received from the German Tax Authority. If this is not available, please provide a German tax declaration, (Einkommensteuererklärung), certified by your tax adviser
- Employer’s confirmation (see page 7)
- For self-employed a statement of income and assets from the tax advisor for last 2 Years and the current year
- Statement of the Labour authority if you are unemployed
- Statement of investment income and capital gains
- Statement of car and property tax
- Bank statements from last 12 months
- Court orders and legal separation agreements covering the payment of Tuition Fee
- Any other documentation that will help establishes your income and assets (e.g. Business accounts)

Based on our review of the TFRP application, the Committee may request further information or documentation.

I/we herewith confirm and assure that the aforementioned information is true and complete and that I/we will inform MIS about any and all relevant changes that might occur after submitting this application. I/we have not and will not receive any further allowance regarding the school fees from other sources other than those mentioned in the application. I/we herewith acknowledge that wrong or incomplete information made in this application will entitle MIS to revoke the granting decision and might lead to immediate cancellation of the school contract and supplementary payment even after the school contract has ended.

Signed: _____ Signed: _____
(Parent 1) (Parent 2)

Date: _____

*Please note that your application for a tuition fee reduction cannot be considered by the TFRP committee unless completed and accompanied by the documentation requested by May 1, 2017 for returning students, and by May 15, 2017 for new students.
Please return this form to the school marked ‘confidential’ to:*

*MIS Admissions Office
Schloß Buchhof
82319 Starnberg,
Germany*

Confirmation of Reimbursement of School Fees

Name and address of employer or third party

The above mentioned company or third party herewith confirms

We do not reimburse for any part of the School Fees associated with the attendance of Munich International School

We do reimburse for a proportion of the School Fees associated with the attendance of Munich International School. The proportion is: EUR _____

for the student (s):

for the school year 2017/2018

Date, place

Signature and stamp of the employer or third party

Date, place

Signature of parents