



INTERNATIONAL COLLEGE

Dear Parents,

In order to help you make financial plans for the academic year **2019-2020**, application forms for Tuition Assistance will be available online, as well as offline at the Business Office, starting **Monday March 4, 2019**. Applications can be submitted by email to StudentSection@ic.edu.lb or to the Business office. The deadline for all applications is **Friday March 29, 2019**. To schedule an appointment between March 4 and March 29, please call the Student Section on:

- 01-367466 ext. 128 / 115 - Ras Beirut campus.
- 04-928468 ext. 543 - Ain Aar campus.

Grants will be allowed to students in KG1/M.S and above according to the following criteria:

1. Student has spent at least one year at I.C.
2. Student is in need of tuition assistance
3. Student has a good disciplinary record
4. Student has a satisfactory academic record
5. Student has been promoted

Please make sure that the application includes the following documents:

1. Employment certificate obtained from the employer of each parent, if both parents are in employment. It should verify the occupation, job title, salary, years of service, number of months payable and benefits (educational benefits, accommodation, etc.).
2. If a parent is self-employed, documentation of annual income should be provided, as well as the Business Registration (سجل تجاري) and income tax statements.
3. Copy of Family Civil Status Record (اخراج قيد عائلي) for Lebanese applicants.
4. Copy of passport for foreign applicants.
5. School certificate of annual fees for each dependent child enrolled at a university/college or a school other than IC.
6. Photocopies of recent relevant documents pertinent to assets and liabilities mentioned in the application e.g. (mortgage, loan agreements, car registration forms, etc.).
7. Photocopy of recent rental contract (عقد ايجار) and/or ownership deed(s) (سندات ملكية) of a house, resort, land, and/or business premises.
8. Any additional documentation that would support the application for tuition assistance (e.g. medical reports and recent medical/hospitals bills, certificate of job termination, etc.)

Please note: House visits could be scheduled to further assess the applicant's financial need.

Funds allocated for tuition assistance will be deducted equally from the second and third trimester fees (2019-2020).

The school reserves the right to withdraw tuition assistance if the student does not maintain both an acceptable academic and disciplinary record.

Application forms should be submitted with all supporting documents before Friday March 29, 2019.

In order to ensure that your application is processed, kindly ensure you have settled or made an arrangement to settle the full tuition fees for the current year 2018-2019 before applying for tuition assistance for next year.

Please rest assured that information from applications as well as interviews will be kept strictly confidential.

Student Section
Business Office
March 2019