

Student Full Name:
Grade:
Ras Beirut: <input type="checkbox"/> Ain Aar: <input type="checkbox"/>



International College Tuition Assistance Application Form

Instructions

This Tuition Assistance application can be filled up and returned with all supporting documents to the Students Section, Business Office, Thomson Hall or submitted by e-mail to StudentSection@ic.edu.lb.

The deadline for all applications is **Tuesday March 31, 2020**. To schedule an appointment between **March 2 and March 31**, please call the Student Section on:

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

The Tuition Assistance application form is only complete when all the following documents have been submitted within the application:

1. **Employment certificate obtained from the employer of each parent, if both are in employment. It should specify 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 that house visits could be scheduled to further assess the applicant's financial need.

Notes

- a. Up to two children of the same family may be awarded Tuition Assistance.
- b. Students in **KG1/M.S** and above are eligible for Tuition Assistance as of their 2nd year at IC.
- c. IC will verify the information stated on the application for Tuition Assistance. All information contained in the application will be kept strictly confidential.
- d. The school will notify applicants of the Tuition Assistance results before the end of June.
- e. A previous approval of tuition assistance does not automatically get renewed. A new application must be submitted and a new evaluation will be conducted. The student section office will request new documents and conduct an interview if needed.

I- Student (s) Biographical Information:

LAST NAME	FIRST NAME	FATHER'S NAME	STUDENT ID NBR	NATIONALITY (IES)	DATE OF BIRTH	CURRENT GRADE

II- Home Address: _____

III- Parents' Information:

Father's Information

Name: _____

Date of Birth: _____

Employed:

Self Employed:

Occupation/Job Title: _____

Institution/Employer's name: _____

Work Address: _____

Telephone Number: _____

E-mail address: _____

If currently not working, please state the reason and last date of employment:

Mother's Information

Name: _____

Date of Birth: _____

Employed:

Self Employed:

Occupation/Job Title: _____

Institution/Employer's name: _____

Work Address: _____

Telephone Number: _____

E-mail address: _____

IV- Current Marital Status:

Married Father remarried Mother Living, Father Deceased

Separated/Divorced Mother remarried Father Living, Mother Deceased

V- Please list below the persons who are dependent upon the family income other than the family members (such as aunts, uncles, grandparents, etc.)

No.	Relationship to applicant	Age
1		
2		
3		
4		

VI- Please list below, including the applicant, the dependents on family income for education:

No.	Name	School Name	Tuition Fees	Tuition Assistance received (from school)	Educational Benefit (from employer)
1					
2					
3					
4					
	TOTAL				

VII- Financial Information: Enter Family's Total Annual Income in L.L. or \$

No.	Source of Income	Income per year
1	Father	
2	Mother	
3	Other (Explain)	
	Total Net Income	

VIII- Cars owned by the family:

No.	Owner	Model	Brand
1	Father		
2	Mother		
3	Other		

IX- Expenses:

Enter average amount spent **annually** by the family for:

1. General Expenses
2. Housing (Rent/mortgage payments)
3. Educational Tuition Costs (University/School)
4. Installment Fees (Personal/Car)
5. Insurance (Medical/Life/Car)
6. Other (Maid/Transportation/Medicine, etc.)

in L.L. or \$

Total Expenses:

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State the amount of the family's **total** indebtedness, if any.

List purposes for which debts were incurred.

X- References:

Names, addresses and telephone numbers of two persons (not relatives) who are familiar with your circumstances:

No.	Name	Address	Tel #
1			
2			

XI- Use the space below to mention special circumstances that you think the Tuition Assistance Committee should consider in reviewing the student's application:

We declare that the facts stated in this application are correct and complete. IC has our permission to verify the information reported and we agree to provide any additional information in support of this application if requested. We also agree that any misrepresentation or material omission made on this form may invalidate this application and cancel the current as well as the previous tuition assistance awarded to our child/children.

Signature of Father/guardian _____ Date: _____

Signature of Mother/guardian _____ Date: _____

For Business Office use only:

Academic year: 2019 / 2020			
Campus: Beirut <input type="checkbox"/>	Ain Aar <input type="checkbox"/>		
Secondary <input type="checkbox"/>	Middle <input type="checkbox"/>	Elementary <input type="checkbox"/>	Preschool <input type="checkbox"/>
Previous Tuition Assistance Granted _____ %			
Applying for the 1 st time <input type="checkbox"/>			
Incomplete File <input type="checkbox"/>			
Not Eligible <input type="checkbox"/>			
Misrepresentation <input type="checkbox"/>			
Remarks:			

Tuition Assistance Committee Decision:

Rejected <input type="checkbox"/>	
In Need <input type="checkbox"/>	% Granted _____
Pending <input type="checkbox"/>	