



THE BRITISH  
INTERNATIONAL  
SCHOOL  
OF NEW YORK

**FINANCIAL AID POLICY  
MANUAL**

**2024-2025  
ACADEMIC YEAR**

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**THE BRITISH INTERNATIONAL SCHOOL OF NEW YORK  
FINANCIAL AID POLICY  
2024-2025 ACADEMIC YEAR**

**I. BIS-NY MISSION STATEMENT & AIMS**

BIS-NY is a school that welcomes students and families from around the world. We view diversity as a great strength and strive to be a community that is accepting and inclusive. We value and seek to support the identities of every member of our community in an environment which is open and built around mutual respect.

The aims of the school are:

To enable students to be knowledgeable, kind, committed, globally minded and confident.

To provide an exceptional education combining creativity, depth of study and academic rigour with an inquiry-based approach to learning through the International Baccalaureate and the English National Curriculum.

**II. FINANCIAL AID MISSION STATEMENT**

The British International School of New York (BIS-NY) offers financial aid to enroll academically competitive students who could not otherwise afford to attend and to increase the diversity of its student body. In the administration of its financial aid program, BIS-NY admits students without regard to race, religion, national origin, gender, or sexual orientation. BIS-NY's financial aid funds are reserved for families who have no other alternate sources of aid.

**III. FINANCIAL AID POLICY STATEMENT**

The financial aid policy set forth in this document has been approved by both the Administration and Board of Governors. The purpose of this policy is to clearly define the various components related to the financial aid award decisions based on demonstrated need, and to ensure a transparent and disciplined process that will ensure these funds are distributed in the most equitable way to the students who demonstrate the greatest need.

All aid is awarded on the basis of financial need as demonstrated through the analysis of documents evaluated by Financial Aid for School Tuition (FAST). BIS-NY reserves the right to request additional financial information at any time. There are no merit-based, athletic, or other non-need based scholarships awarded by BIS-NY.

Financial aid is funded solely through operating income. On principle, with the goal of achieving socio-economic diversity, each year the school commits a portion of its operating budget to financial aid.

**Due to the limitation of available funds, awards will be granted on a first-come, first-served basis.** Aid is applied proportionately to the periodic tuition payments, but aid can be

withdrawn if a family is not current in all payments to the school. In addition, the student must remain in good academic and behavioral standing in order to continue to receive aid.

Priority in financial awards is determined to serve the overall goals of the school, but consideration is given to returning students and siblings. Admissions and financial aid decisions are not related. Admissions decisions are made prior to consideration of financial need.

**Final decision is made by the Financial Aid Committee. Appeals can be made to the Committee within two weeks from the date of the decision letter, only if additional documentation is provided that warrants reconsideration.**

#### **IV. FINANCIAL AID COMMITTEE**

The Financial Aid Committee is a committee made up of BIS-NY administration. The Committee meets on a regular basis to review the information provided by FAST based on the families' personal financial statements, and makes any adjustments to the calculated family contribution based on the additional financial information provided directly to the school. The Committee then determines the award to be granted based on the available financial aid budget.

**All communications regarding financial aid must be done through the Business Office.**

Appeals must be submitted in writing to the Financial Aid Committee **within two weeks from the date of the decision letter**. The Financial Aid Committee will review written appeals based on additional written documentation provided that was not included in the original financial aid application. If there is no additional documentation, the request for an appeal will not be considered.

#### **V. FINANCIAL AID CALENDAR**

9/1/2023	Financial aid online application is available through FAST for the 2024-2025 school year
11/2023	2024-2025 Financial Aid budget is approved by the Board of Governors
12/15/2023	FA online application deadline including all supporting documentation
1/15/2024	Re-enrollment contracts & FA awards for 2024-2025 school year are sent to returning families (new families notifications are aligned with ISAAGNY dates)
1/31/2024	Re-enrollment contracts & FA acceptance (or appeal) due

## **VI. PRINCIPLES OF GOOD PRACTICE**

The British International School's financial aid policies and practices shall be guided by the following National Association of Independent Schools (NAIS) principles of good practice.

The primary concern of independent schools must always be for the welfare of their current students and prospective students. The principles of good practice are in keeping with the commitment of NAIS to promote access and encourage diversity, as well as its belief that member schools should distribute financial aid funds based upon demonstrated financial need. These principles are intended to promote orderly and professional financial aid procedures.

1. In the administration of its financial aid program, BIS-NY admits students without regard to race, religion, national origin, gender, or sexual orientation.
2. BIS-NY shall strive through its publications and communications to provide students and families with factual information about the total yearly cost of attending its institution and about its aid opportunities, financing opportunities, policies and procedures.
3. BIS-NY shall recognize that the primary responsibility for financing a student's independent school education rests with his or her family.
4. BIS-NY shall use a uniform methodology to assess annually, in a consistent and equitable manner, each family's ability to pay for education.
5. BIS-NY shall require adequate documentation of family resources when determining need.
6. BIS-NY shall not use financial need as a consideration in determining a student's eligibility for admission.
7. BIS-NY shall notify accepted aid applicants of financial aid decisions before expecting a binding reply to the offer of admission.
8. BIS-NY shall allow applicants sufficient time to select from the offers of financial aid from all the schools to which they have applied.
9. BIS-NY shall make every effort to meet the demonstrated need of all admitted or enrolled financial aid applicants.
10. BIS-NY shall not exceed in its offer of financial aid the amount needed to meet the difference between the resources determined to be available to the family and the student's total educational expenses.
11. BIS-NY shall not set different standards of behavior and academic performance for its financial aid recipients.
12. BIS-NY shall make every effort to continue to meet the demonstrated need of a student until graduation unless he or she no longer demonstrates need.
13. BIS-NY shall have a review procedure for families who wish to request additional funding.
14. BIS-NY shall refrain from and discourage others from making any public announcement of financial aid status or the amount of financial aid awarded to a student.
15. BIS-NY shall safeguard the confidentiality of all financial information supplied by a family.

## VII. KEY POINTS OF FINANCIAL AID ADMINISTRATION

1. In all cases, financial aid is to be used in support of the school's mission.
2. All BIS-NY financial aid is need-based. Financial need is defined as the difference between what it costs to attend BIS-NY and a family's ability to pay.
3. Financial aid is awarded on a first-come, first-served basis, based on the available financial aid budget. **Financial aid applications that are submitted after the deadline might not be considered.**
4. Each year families receiving financial aid must re-apply for the upcoming year and submit updated financial information in order to be considered for a new award. **The amount of the award may vary from year to year as a result of the available budget and the family's ability to contribute toward tuition.**
5. **Grants of financial aid are not intended to cover 100% of the cost of tuition. All families are expected to contribute to the cost of their student's independent school education.**
6. Families are eligible to apply for financial aid for their children from Honey Bees through Y12. Financial Aid awards for Honey Bees (N) & Bumble Bees (R) is capped at 75% of full tuition.
7. **Financial aid is intended for tuition only.** Financial aid is not awarded for uniforms, trips, after school clubs, or other school fees (as applicable).
8. Financial need is calculated and a Confidential Report (CR) is generated by FAST, based on the application provided by the family, and reviewed by the Financial Aid Committee. The CR serves only as a guideline in making financial aid decisions. The CR report does not bind BIS-NY to any specific award. The actual amount awarded by BIS-NY may be less than the stated need as designated by FAST.
9. **The Financial Aid Committee makes awards only after a student is admitted to BIS-NY and the school has received the enrollment agreement through FAST. If the award is insufficient for the student to enroll, you will be released from the tuition agreement.**
10. Extended payment plans may be available in special circumstances. Please inquire with the Business Office for more information.
11. Each year all families who are receiving, or wish to receive financial aid, must submit all required documentation by the deadline in order to be eligible for consideration for financial aid.
12. **The School reserves the right to request additional financial information at any time.**

13. Financial aid may be withheld from families or students who are not timely in submitting the required financial aid forms, in paying account balances, or who are not meeting acceptable standards of academic performance or behavior as per the Parent Handbook.

#### **VIII. FINANCIAL AID BUDGET**

Each year's financial aid budget is developed through a process involving the Business Office, Admissions Office, Financial Aid Committee, and the Board of Governors.

The final budget for all school revenue and expenditures is consolidated and prepared by the CFO and submitted to the Board of Governors for approval. The Financial Aid Committee endeavors to award the funds allocated to financial aid budget as equitably as possible to families demonstrating financial need.

#### **IX. RECORD KEEPING AND REPORTING**

The Financial Aid Committee shall maintain complete records relating to formal financial aid requests and the school's response. This information will be retrievable by grade level, division, in dollars and percentages by gender, ethnicity, income or other characteristics as required by The National Association of Independent Schools (NAIS). Records will also be compiled in such a way as to provide information which identifies the number of families receiving aid and those who do not by the aforementioned classifications, where applicable. Records will also provide information showing the number and percentage of families applying and qualifying for financial aid who cannot be accommodated due to a lack of financial aid funds and those families who decline such aid as is offered.

This information plus any other that the committee deems appropriate will be compiled in such a way as to be readily retrievable for the purpose of evaluating and reporting the use of financial aid funds and in determining how financial aid supports the school's mission. Each year the Finance Committee shall provide key statistical data to the Board of Governors reflecting fund use and mission appropriateness. **All financial aid information is held in the Business Office as highly confidential.**

## **X. HOW FINANCIAL AID IS AWARDED**

BIS-NY utilizes Financial Aid for School Tuition (FAST) which assists independent schools in determining a family's financial need. Using the financial information and tax documents provided each the family, FAST will calculate the family's ability to pay the tuition based upon the school's set financial thresholds and recommend an award amount. The FAST recommendation provides the school with a general assessment of a family's ability to pay for education.

### **Important Notes:**

- 1. The FAST recommended award is reviewed by the Financial Aid Committee and serves only as a guideline in making financial aid decisions.**
- 2. The FAST recommended award does not bind BIS-NY to any specific award.**
- 3. The school reserves the right to adjust/impute income if the financial information provided is outside of the school's set financial thresholds.**
- 4. It is possible that the actual amount awarded by BIS-NY will be less than the stated need as designated by FAST.**
- 5. The Financial Aid Committee makes awards only after a student is admitted to BIS-NY.**

Financial need is defined as the difference between what it costs to attend BIS-NY and a family's ability to pay. Major factors in determining financial need include, but are not limited to, income, assets (including home equity, college funds, and investments), family size, and the number of children attending tuition-charging institutions, excluding daycare, preschool, and graduate school.

The financial aid award is dependent upon complete cooperation from the families providing all information required by the school to determine their need for financial aid. The information may include tax returns and all schedules or accompanying documents, financial statements, trust agreements, business tax returns and schedules (if applicant is a principal) and other documents which might be helpful in fairly determining level of need.



## X. HOW FINANCIAL AID IS AWARDED (CONT'D)

In deference to students who have been waitlisted for financial aid, families to whom financial assistance is awarded are expected to accept or decline the award within two weeks from the date of the decision letter. In the event the family fails to comply with this and other reasonable requirements, the Financial Aid Committee reserves the right to award the assistance to an alternate candidate.

## XI. HOUSEHOLD AND FAMILY STRUCTURE POLICIES

It is our belief that it is the family's primary responsibility to pay for an independent school education. Below are the financial aid policies related to specific family situations that may impact the financial aid committee's determination of the family's ability to contribute to the student's independent school education.

### **Policies for Divorced/Separated Parents**

Each situation is unique and will be handled on an individual basis. In dealing with divorced or separated parents, the goal of the Financial Aid Committee is to obtain as much information as possible from both parties, as well as from the spouses of either or both. Both the custodial and non-custodial parents are required to submit their financial information to FAST. The same documentation is required of both parents. If a non-custodial parent refuses to comply, the Financial Aid Committee will determine if the family should be considered for financial aid.

The following policies apply to divorced/separated situations:

1. Both the custodial and non-custodial parent must complete the FAST online application.
2. The non-custodial parent will be required to submit copies of his or her 1040 with all schedules, W-2's, a signed form 4506, and Business Form with appropriate tax returns, if applicable.
3. If the non-custodial parent refuses to submit the necessary information to the Financial Aid Committee, the application for financial aid **may not be processed**.
4. If the custodial parent is not in communication with the non-custodial parent, forms *may not* be required from the non-custodial parent. A letter of verification from an independent party (minister, attorney, social worker, etc.) will be required for documentation.
5. A copy of the divorce decree is required and must be submitted directly to BIS-NY.
6. BIS-NY reserves the right to review each situation on a case-by-case basis.

## XI. HOUSEHOLD AND FAMILY STRUCTURE POLICIES (CONT'D)

### **Couples Living Together but Not Married**

In situations where couples are living together but not married, BIS-NY requires complete financial information from both parties. If the child is from a former marriage of either party, forms will still be required from the non-custodial parent, if applicable.

### **Children Living With Other Relatives**

Children who are living with grandparents or other relatives will be reviewed on a case-by-case basis. If parents are still living and are claiming the child on their tax return, the parents must complete financial aid forms. If other family members have legal custody, forms will be required of the custodian, using his/her financial information, along with proof of custody.

If the custodian of a child is an organization, a determination will be made as to how financial information will be obtained.

### **Other Relatives Living in Custodial Household**

Relatives living in the custodial household who contribute to the household finances will be required to complete financial aid forms. Household expenses of the custodian that are mitigated by contributions of a relative living in the household will be taken into consideration when reviewing the family's ability to contribute to the child's private school education.

### **Grandparents**

As noted above, it is the family's primary responsibility to pay for an independent school education. This financial obligation may extend to the grandparents whenever possible. It is the school's expectation that a family with financial means through support by its extended family utilize that financial support for education expenses before applying for financial aid.

## XII. EMPLOYMENT AND WORK RELATED POLICIES

### **Self Employed Parents**

All parents who own a business will be required to furnish a copy of their current business tax return. They must file a Schedule C or C-EZ with their Tax Return. They must submit this schedule and complete the FAST Business/Farm Statement. This business is an asset and should be listed on the PFS. They will also be asked to furnish cash flow statements, balance sheets, and any other information relevant to the business.

### **Parents Who Do Not Work**

When one parent does not work and there are no preschool children at home **we will impute a NYS minimum wage annual salary of \$31,200.** Many families sacrifice in order to make independent school education a top priority.

An **exception** will be made if the parents are caring for a disabled or critically ill child or relative. Consideration will also be given for the parent that is home-schooling their other children.

### **XIII. FINANCIAL AID FOR INTERNATIONAL FAMILIES**

Families relocating from outside the United States are eligible to apply for financial aid, however the FAST system cannot verify international tax documents. International families should complete the FAST application by converting their local currency finances to USD\$ using the most current FX rate available, or an average rate for the financial period being submitted. International submit their most recent income tax documents and annual earnings statement directly to Michele Glazer, CFO at [m.glazer@bis-ny.org](mailto:m.glazer@bis-ny.org). All documents will be held confidentially with the CFO.

### **XIV. ASSESSING NEED**

In order to fairly evaluate a family's need for financial aid, we must carefully review the FAST analysis, copies of tax returns, along with all accompanying schedules and attachments for the year upon which the needs-analysis is based.

The returns and schedules are used to verify actual line items from the tax returns that are included on the PFS and provide clearer understanding of the family's financial condition.

The student's tax return (if any) shall also be required. The student's tax return shows the student's earned income as well as income from other sources such as trusts.

The school's analysis of need is supported by FAST calculations which may be based on financial information which is nine months old. Changes in the family's ability to contribute may have occurred which require current information in order to more fairly determine need. Changes may include loss or gain of employment, a death in the family or other event with significant financial impact. These changes should be brought to the Financial Aid Committee, and the level of need may be adjusted accordingly.

**No financial aid can be awarded until all requested materials are received.**

#### **Points to Consider:**

##### **Depreciation**

Depreciation shown on a schedule does not reflect an actual cash disbursement or loss.

Depreciation (or Loss) shown for a rental property or small business--which is not the primary source of family income--might result in adjusting income upward for purposes of determining the family's ability to pay.

Any adjustments in income as a result of these add-backs will be treated as non-taxable income.

Depreciation of non-real estate assets such as machinery and equipment used in a business which is the primary income source for the family reflect the necessary provision for replacement and will not result in income adjustment.

##### **Late Filing**

When a family is filing their tax return late, they are required to submit by February 1st, IRS Form 4868 - Request For Automatic Extension. This form contains an estimate of income and taxes due. Late filers are required to submit a copy of Form 4868 to BIS-NY.

#### **XIV. ASSESSING NEED (CONT'D)**

##### **Officer Shareholder Loans & Business Evaluation**

Loans to officers or shareholders of a business are not considered income for tax purposes but do represent cash available to the recipients. IRS Form 1120S - SubChapter S Corporation and IRS Form 1065 Partnership Return, (both with schedules and attachments) can provide useful information for determining the financial strength of the business. It may be helpful to review the company's balance sheet and operating statement as well.

By carefully analyzing and evaluating the information on the tax return, and related schedules and documents, we can more nearly ascertain the flow of disposable cash or income available to the family and more accurately determine level of need.

##### **Stock Options**

Family members who hold options to purchase shares at below market prices may purchase, then sell shares, thereby producing income or in some instances, use options to collateralize loans to fund education costs.

#### **XV. REVIEW OF OTHER ASSETS**

Good stewardship of those funds available for financial aid requires our close scrutiny and best effort to assure proper use.

##### **Retirement Funds**

When reviewing those financial assets of a family which are shown as savings or investments for retirement, we evaluate need with consideration for the parent's age, current lifestyle and reasonable retirement requirements as well as future potential for retirement savings. An overly aggressive savings effort which results in a request for financial aid might not be a fair and appropriate use of financial aid resources. Recalculation based on adjustments in income or net worth may be appropriate.

##### **Home Equity**

The FAST Need Analysis takes into consideration the equity that a family has in a primary residence as well as other assets. It is not our intent to cause parents to sell their home in order to support a child's costs of education. However, a family that has chosen to direct income toward the acquisition of certain assets rather than toward the costs of education may be expected to direct a larger portion of current income towards educational expense, reflecting their greater financial strength.

## **XV. REVIEW OF OTHER ASSETS (CONT'D)**

### **Trust Funds**

If the family's tax return shows income or interest from a trust, or gains on the sale of trust assets, or their appreciation in value, BIS-NY will request a copy of the trust agreement for further review of these assets.

Trusts are administered by a trustee and will have specific terms controlling the disbursement of trust income or assets. Many trusts, however, provide the trustee with reasonable discretion in disbursing trust funds for certain essential purposes. With information gained from a review of the Trust Agreement or from discussion with the trustee, appropriate decisions can be made regarding valuation of the trust in the analysis of the family's overall financial condition and ability to pay. Detailed information regarding trust holdings may also be obtained by requesting a copy of the trust tax return (IRS Form 1041).

## **XVI. HARDSHIP**

Every reasonable effort will be made to retain students whose families encounter financial difficulty. If the need for financial aid results from short-term unemployment or illness, with good prospects for re-employment or recovery, a special payment plan might be made available to help this family.

If the change in the family's financial condition is more permanent, then their request for financial aid may be treated as a request for a financial aid grant and processed accordingly. If the request is caused by a divorce an appropriate evaluation of the two households' ability to contribute will be made and level of need determined.

## **XVII. CONFIDENTIALITY**

The British International School will treat as highly confidential all financial information provided by families. This information will be reviewed only by those persons directly involved in the financial aid decision making process or in its administration.

## **XVIII. APPEALS**

**Appeals must be submitted in writing to the Business Office to the attention of the Financial Aid Committee within two weeks of notification.** The Financial Aid Committee will review written appeals based on additional written documentation provided that was not included in the original financial aid application.

**IMPORTANT NOTE: If there is no additional documentation, the request for an appeal will not be considered.**