



FRENCH AMERICAN INTERNATIONAL SCHOOL  
INTERNATIONAL HIGH SCHOOL  
LYCÉE INTERNATIONAL FRANCO-AMÉRICAIN  
180 OAK STREET, SAN FRANCISCO, CA 94102

## MISSION

Guided by the principles of academic rigor and diversity, the French American International School offers programs of study in French and English to prepare its graduates for a world in which the ability to think critically and to communicate across cultures is of paramount importance.

## POLICY STATEMENT AND GENERAL PRINCIPLES

The School offers financial assistance to enroll students who would not otherwise have access to an independent school education because of financial constraints.

Financial assistance is awarded on the basis of need and the potential family contribution as reported by the School and Student Service for Financial Aid (SSS) as well as documentation provided by the family. All information provided during the Financial Aid process is kept in strict confidence. The School uses SSS data and household income/assets to assess each family's ability to pay for education. Decisions regarding awards that differ from these guidelines may be made in light of specific family circumstances. Such decisions require approval from a majority of Scholarship Committee members. The School makes every effort to meet the demonstrated need of all admitted or enrolled financial aid applicants, but does not exceed in its offer the amount of aid needed to meet the difference between the resources available and the student's total educational expenses. **In many cases, the school's resources are not sufficient to meet the full need of applicants.** The School notifies applicants of financial aid decisions before expecting a binding reply to the offer of enrollment. French Government scholarship applicants should notify the Financial Aid office of any concerns related to the enrollment and Financial Aid processes as soon as they arise. *School funds are reserved for families that have no alternatives to requesting assistance.*

## FINANCIAL AID POLICIES AND PROCEDURES

The following policies and procedures have been established to make equitable decisions regarding financial aid and to allocate tuition assistance resources efficiently:

1. Financial aid is not automatically renewable. A new application with all required documentation must be filed each school year according to the deadlines provided. However, French American and International will make every effort to meet the financial need of a student until graduation provided there is a continued demonstrated need and the student is in good academic and financial standing. **Students who enter or have entered the School without receiving financial aid should not expect to receive financial assistance in future years.**
2. Families currently not receiving financial aid and who have experienced unexpected financial difficulties may apply for financial assistance. The School may be required to respond to

these families on a temporary basis, depending on the circumstances. The financial aid budget is limited and does not allow great flexibility in response to a family's increasing need. Increases in the cost of tuition from year to year will be taken into consideration when determining the amount of the award.

3. Due to the number of families applying for financial assistance and to the limited time frame within which awards are to be made, it is critical that all forms, including required tax returns, be submitted according to the prescribed deadlines. Families are expected to have carefully evaluated their own capacity to pay tuition, to have determined whether they will need financial assistance prior to the application deadline, and to apply for aid at the appropriate time. No late or incomplete application will be processed.
4. Requests from returning students who can demonstrate a significant change in their personal circumstances may be eligible for reconsideration subject to the availability of funds. Written requests will be examined in a special Scholarship Committee meeting in May. Such funds are however extremely limited.
5. In the case of single, divorced, separated and non-spousal parents/domestic partners, *both* parents will be required to send a completed application form and all required documentation to SSS by NAIS. It is the responsibility of the custodial parent to ask the noncustodial parent to provide the required information. We urge you to contact the Financial Aid office if such information cannot be provided. The Committee will review applications for which information from the non-custodial parent is not available on a case-by-case basis. If the non-custodial parent is responsible for payment of all or part of the tuition, he or she will be provided with a copy of the award decision. In situations where couples are living together but not married, we will require financial information from both parties.
6. Applicants eligible for a French Government scholarship are required to file the corresponding application with the French Consulate. A copy of this application should be forwarded to the Office of Administrative Services and included in the student's financial aid file. Additional aid may be granted at the end of the school year to French Government scholarship recipients unable to pay the balance of tuition.

The Scholarship Committee reserves the right to request financial information in addition to the documents required in the Financial Aid package at any time. This may be the case for international students in particular. In addition, each processing year, the Committee will perform a detailed audit of a sample of application files chosen at random. Should discrepancies be discovered in the information provided to the Financial Aid Office during the course of the audit or through any other process, we reserve the right to withdraw or revise financial assistance awards at any time during the school year.

*In the administration of its financial aid program, French American does not discriminate on the basis of race, religion, sex, national or ethnic origin, or in violation of existing state or federal laws or regulations.*

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