International Student Financial Aid Policy

A diverse international presence on campus is a vital element to Wittenberg University’s mission. As a result, the university is committed to assisting highly qualified international students in financing their educations.

Offering financial aid based on need and academic achievement, Wittenberg offers scholarships and campus employment. However, it is an expectation of the university that you and your family will contribute financial resources in order to study at Wittenberg. **Financial aid awards are not negotiable and will not increase in subsequent years.**

### GENERAL INFORMATION

<table>
<thead>
<tr>
<th>Estimated Expenses for the 2009-2010 Academic Year</th>
<th>Fall</th>
<th>Spring</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$16,945</td>
<td>$16,945</td>
<td>$33,890</td>
</tr>
<tr>
<td>Room and Board</td>
<td>4,386</td>
<td>4,386</td>
<td>8,772</td>
</tr>
<tr>
<td><strong>Tuition, Room, Board and Fees Total</strong></td>
<td><strong>$21,331</strong></td>
<td><strong>$21,331</strong></td>
<td><strong>$42,662</strong></td>
</tr>
</tbody>
</table>

**Other Expenses to consider:**

- Insurance: $800
- Books (estimated amount): $450
- Personal expenses (varies upon the student): $800
- Student Activities fee: $150

| Total Estimated Costs and Expenses | $23,531 | $22,781 | $46,262 |

Expenses are subject to change by action of the Board of Directors from year to year. Previous increases have ranged from 3-7%. Similar levels of increase should be expected in future years. Please note your scholarship award will not increase with tuition increases.

Appropriate charges are billed on a per semester basis in July and November. Scholarship stipends will be credited to your account and the remaining balance is due within 30 days.

### ROOM AND BOARD POLICY

All students are required to live on-campus in residence halls and participate in the university board (meal) plan for the first two academic years at Wittenberg. In the last two years, on-campus living in Wittenberg owned apartments and houses is an option, provided that the student meets the academic progress and financial contingencies.

The University Dining Services can accommodate any special dietary needs, thus, no exceptions will be made to this policy.
NOTES CONCERNING FINANCIAL AID AWARDS

In order to issue a certificate of eligibility, an I-20 or IAP-66, Wittenberg is legally institutionally, required to verify a student’s financial support. Wittenberg places very high importance on the declaration and verification of finances. Many students, because they are hopeful and unfamiliar with the system, make the mistake of thinking they can live more inexpensively or obtain additional funding and/or employment once here. *United States immigration laws prohibit off-campus employment.*

Wittenberg makes the financial aid award and issues the certificate of eligibility based on the declaration and verification of finances. *As stated, once scholarship awards have been made, they are not negotiable and will not increase during your study at Wittenberg.* The university will be forced to return any international student to his/her home if the family contribution cannot be met and/or the student has provided misleading financial information to the university.

Scholarships are not available for summer term.

Student loans are generally not available to international students.

International scholarships will be renewed for successive years provided that the student shows evidence of scholastic achievement, continued financial need, and personal responsibility. Students must also be enrolled in a full-time course of study for each semester they receive financial aid.

**CAMPUS EMPLOYMENT**

Only students with F-1 immigration status and a student employment award in their financial aid package will be able to work on campus. Students will not be permitted to earn in excess of the amount stated. The university will hold a Job Fair for all new students during New Student Days, however, it is the student’s responsibility to pursue and secure employment. Work-study awards typically allow the students to earn up to $2000 per year by working on our campus. That is the equivalent of approximately 12 hours of work per week. *Work-study awards are not applied toward the tuition, room and board charges. Students typically use their work-study wages for personal expenses throughout the year.* Please visit [http://www.wittenberg.edu:88/finaid/balance_calc.php](http://www.wittenberg.edu:88/finaid/balance_calc.php) to calculate your account balance.

F-1 and J-1 students are prohibited by U.S. immigration laws from working off-campus. Students who work illegally violate their immigration status and may be deported.

This International Student Financial Aid Policy applies only to non-immigrants. Students who enter as immigrants or who later change their status to that of a permanent resident must apply as soon as they are eligible for aid through the Wittenberg Financial Aid Office in accordance with domestic student policy.
INTERNATIONAL STUDENT
CERTIFICATE OF FINANCIAL RESPONSIBILITY

INSTRUCTIONS

EACH SOURCE OF SUPPORT MUST BE DOCUMENTED AND ALL DOCUMENTS SUBMITTED MUST:

1. be written in the English language or be accompanied by an official translation. (i.e. translating service, language professor, etc.)

2. give all total accounts in equivalent U.S. dollars.

3. be originals or certified true copies with all signatures on Guarantors Statement notarized by a notary public who can affirm the validity of the signature (usually available at U.S. Embassies or consulates) and/or official seal of the financial institution on the Bank Statement Verification Form.

4. if a bank statement is used, give the amount of money in the account and show:
   a. how long the money has been on deposit
   b. that the account has been open for more than 3 months; and

5. be currently dated (within one year of the semester in which you plan to enroll).

HOW TO VERIFY POSSIBLE SOURCES OF SUPPORT

1. PERSONAL FUNDS: provide an original or certified true copy of a bank statement and a completed Bank Statement Verification Form.

2. FAMILY SUPPORT/OTHER SOURCES: must complete a Guarantor’s Statement AND Bank Statement for all individuals (including family) who will be providing financial support.
   a. Support from Wittenberg University
   b. Support from Government: provide official statement of award
   c. Support from an international organization: provide an original or certified true copy of the award letter giving:
      1. the name of the student
      2. the name of the school (i.e. Wittenberg University)
      3. the period of time covered by the award
      4. the degree sought
      5. the specific expenses covered by the award
      6. total amounts in equivalent U.S. dollars

***No property statements, promissory notes or estimated earnings will be accepted as verification of financial support. Original copies of documents are required. PLEASE DO NOT FAX THESE DOCUMENTS.
INTERNATIONAL STUDENTS  
CERTIFICATE OF FINANCIAL RESPONSIBILITY:  
LISTING OF EXPENSES AND SUPPORT

Estimated student expenses for the 2009-2010 academic year

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$33,890</td>
</tr>
<tr>
<td>Room &amp; Board</td>
<td>8,772</td>
</tr>
<tr>
<td>Books</td>
<td>900</td>
</tr>
<tr>
<td>Insurance</td>
<td>800</td>
</tr>
<tr>
<td>Student Activities Fee</td>
<td>300</td>
</tr>
<tr>
<td>Personal Expenses</td>
<td>1,600</td>
</tr>
<tr>
<td><strong>Total Estimated Expenses:</strong></td>
<td><strong>$46,262</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>Assured first year</th>
<th>Assured for each following year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Funds- please print name of bank:</td>
<td>$_________</td>
<td>$_________</td>
</tr>
<tr>
<td>Family Support- please print name and relationship of family member:</td>
<td>$_________</td>
<td>$_________</td>
</tr>
<tr>
<td>Support from Wittenberg University: Amount of scholarship</td>
<td>$_________</td>
<td>$_________</td>
</tr>
<tr>
<td>Support from Government- please print name of government agency:</td>
<td>$_________</td>
<td>$_________</td>
</tr>
<tr>
<td>Other Sources- please print name and relationship of guarantor:</td>
<td>$_________</td>
<td>$_________</td>
</tr>
<tr>
<td><strong>TOTAL</strong>: should be equal total estimated cost of program stated above</td>
<td>$_________</td>
<td>$_________</td>
</tr>
</tbody>
</table>

_I certify that the information above is correct and complete._

Student Signature______________________________

Subscribed and Sworn Before Me This_______________________ Day of __________, 20____

at_______________________________________________________.

Notary Public_________________________________________ Date of Commission Expires___________
INTERNATIONAL STUDENT
CERTIFICATE OF FINANCIAL RESPONSIBILITY

VERIFICATION OF SUPPORT: GUARANTOR STATEMENT

You must include all of the information requested in the “Bank Statement” on the previous page. If you have several sources of support, each source must be documented. If necessary, you may make copies of the blank forms. PLEASE READ AND FOLLOW THE INSTRUCTIONS CAREFULLY. Any incomplete or incorrectly submitted forms will delay the receipt of the student’s visa and/or other documentation.

Please note that any false statements made regarding financial responsibility violates the Immigration and Naturalization laws of the United States and puts the student at risk of having to return to his/her home country. If you have any questions, please contact the Wittenberg University Financial Aid Office.

GUARANTOR STATEMENT:

This is to certify that I am able and willing to provide financial support to
________________________________________________________
(name of student) for the total amount of $_______________________
(amount in U.S. Dollars)
per year for the duration of his/her study at Wittenberg University.

Guarantor’s Signature

Date

Guarantor’s Address

Relationship of Guarantor to Applicant

Subscribed and Sworn Before Me This __________________Day of __________________ 20___
at ____________________________________________________________.

Notary Public

Date Commission Expires

ORIGINAL COPIES OF DOCUMENTATION ARE REQUIRED
PLEASE DO NOT FAX THESE DOCUMENTS.
INTERNATIONAL STUDENT
CERTIFICATE OF FINANCIAL RESPONSIBILITY

VERIFICATION OF SUPPORT: BANK STATEMENT

BANK STATEMENT:

This is to certify that our client__________________________________________ (name of Guarantor) has $_________________ on deposit within a(n)______________________________. (amount in U.S.) (type of account) These funds have been on deposit since__________________, and this account has been open since______________. (date) (date)

__________________________________________ __________________________
Bank Official’s Signature Date

Name of Bank

__________________________________________ __________________________
Address of Bank

Subscribed and Sworn Before Me This ______________________ Day of______________, 20___

at______________________________________________________________.

__________________________________________ __________________________
Official of Bank- please print Title

__________________________________________ __________________________
Bank Official’s Signature Date

Notary Public or Office Bank Stamp Date

OFFICIAL COPIES OF DOCUMENTATION ARE REQUIRED PLEASE DO NOT FAX THESE DOCUMENTS.