



FINANCIAL AID POLICY AND PROCEDURES

So that all who wish may participate in Keisho Center classes and other activities, Keisho Center makes available a limited amount of financial assistance each year. The available amount in the budget determines the amount provided. When Keisho Center receives donations to provide financial aid, those funds are set aside in the budget, reserved for that purpose alone, and accounted for separately.

Keisho Center uses the state of Maryland's [Income Eligibility Guidelines](#) to determine eligibility for financial aid. We take into account family income and household size along with other criteria or extenuating circumstances pertinent to the particular situation (e.g., the number of children enrolled and extraordinary medical or additional expenses). Each request and the circumstances of the requesting family are considered individually.

Deadline

The deadline to submit a financial aid application is **April 30th** each year.

Application and Decision Process

1. Those requesting assistance are invited to inquire about or submit a request to the Keisho General Manager, Treasurer, or any other member of the Board by the deadline.
2. The Keisho Center board member or staff member receiving the request will present the current guidelines to the family and invite them to tell us about other circumstances in writing (email is acceptable). The request should include:
 - Annual family income as reported on previous year's taxes.
 - A copy of the family's prior year tax return
 - Number of children enrolled in Keisho.
 - Other pertinent circumstances, such as:
 - Expenses
 - Assets (home equity, real estate, savings, etc.)
 - Indebtedness
 - Family size
 - Number of children attending tuition-charging schools or in full-time daycare



Washington Japanese Heritage Center (Keisho Center)

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3. The board or staff member who receives the request will complete the Financial Aid Application Form.
4. The final decision will be made by a vote of the Board; the family name/identity is kept confidential.
5. The Board member that received the initial request then informs the family of the decision and makes arrangements to verify income documents and/or other items with at least one other Board member. Once verified, all documentation is either returned to the family or, at their request, destroyed to protect their privacy.

Guidelines

- Financial aid information is included on the Keisho Center website, invoices, and brochures.
- Decisions will be made in as timely a fashion as possible.
- Decisions are based on each family's finances, other circumstances, and Keisho Center's financial standing at the time and as projected in the near future.
- Reports may be made to the Core Group, donors, and others who request such information about the number of families and/or students requesting and receiving financial assistance, the type(s) of assistance provided, and the dollar value (i.e., cost to Keisho Center) of that assistance.
- Reasons or justification for providing or not providing assistance will be made available only if they do not identify the family or student. At no time will the names of those receiving financial aid be made public or given to anyone not on the Keisho Board without the expressed written permission of one or more adults (e.g., parent or guardian) in the receiving household other than an auditor or audit committee that may be asked to review and verify Keisho Center accounts.