

World Bank Children's Center Tuition Sliding Scale Application Form

Name _____ UPI No.: _____ Grade Level GB/GC/GD/ETT
Circle Appropriate Grade

Appt Type: Regular/Open/Term/EDS/ET Contract/Term Expiry Date _____
Circle Appropriate Appointment Type Job Title _____

Name of Child(ren) _____ Date of Birth _____ Infant/Toddler/Pre-S/Pre-K
 _____ Date of Birth _____ Infant/Toddler/Pre-S/Pre-K

Instructions:

Ensure you meet eligibility – you must be a World Bank Group staff on Active status paid thru World Bank payroll. Include the names of all family members living in your household & the income they receive. List income from wages BEFORE deductions for taxes, social security, etc. & indicate if the amount received is weekly (wk), monthly (mo), or yearly (yr). (Income from wages without pay period indication will be considered to be weekly.) For non-World Bank income, since future income may not be easily estimated, income earned for the past 12 months from date of application shall be used as a preliminary review. **In the event of a change in the future salary earned by household members, the staff is required to provide Global Corporate Solutions (GCS) with their updated household income.** Ensure you include in your application, copies of your spouse's paycheck or W-2 form, where applicable, when submitting this application. Once approved and if you are interested in getting your child admitted to the WB Children Center, you will need to submit a waitlist application FURL: waitlist/

For WBG income, the staff's full-time annual salary for the current fiscal year is used for reviewing eligibility. If the application is for WBCC tuition for FY22, then the staff's salary for FY22 is used plus the immediate 12-month income of all household members. Staff members should print out their Employment Verification Letters which provides their **Net and Gross Salary** information available from myHR and attach them to this form. Eligibility is based on the estimated gross earnings of the entire household and is subject to regular review and audit. For staff on STA or DAIS, please include the allowances you receive, as these will be included in the calculations. Note: Once approved and enrolled at the WBCC, your account with the WBCC's operator (KCE) must always remain in good standing.

HOUSEHOLD MEMBERS	CURRENT HOUSEHOLD INCOME				
	(please indicate whether income is per week/month or year)				
NAME	Gross earnings from work (wages before deductions)	Net Earnings from World Bank & Other Int'l Org'n (wages before deductions)	Child support, alimony, welfare payments	Monthly payments from pensions, retirement or Social Security	Other income, allowances, etc.
1. Self	\$	\$	\$	\$	\$
2. Spouse/Partner	\$	\$	\$	\$	\$
3.					

I certify that the above information is true & correct and that all my household income is reported. I understand that my reported household income is subject to verification & authorize my employer to release my salary & spouse income as reported on the dependency tax equivalency &/or tax allowance records. I understand that I am required to inform the WBCC if my household income changes at any point in time. This information is being given solely for the purpose of determining my eligibility to avail of tuition fee discounts at the WBCC and that deliberate misrepresentation of the information will subject me to disciplinary action, including termination of employment, removal of my child/ren from the Center &/or pay back of tuition discounts I have received.

Signature

Date

Please attach: Signed Employment Verification of your Net Salary Letter **and** Gross Salary Letter (from myHR) Tax Documents, Paystubs & Legal Documents, STA/DAIS Planning Form, where applicable

Please submit application to C Uy, via e-mail: cuy@worldbank.org. **Your eligibility is audited multiple times during the school year. If your household income changes at any time, please notify GCS (Attn: C Uy) immediately.**

DO NOT WRITE BELOW – FOR WBCC USE ONLY

Date Received: _____

Staff Notified on: _____

Received By: _____

Action Taken: _____