

Scholarship Program

Application and approval procedure

1. Personal requirements

Before submitting an application, please check whether you meet the personal requirements for the award of a scholarship (age, financial need, cooperation partner, educational goal, communication skills and willingness to communicate, ethical requirements). These are described on our homepage www.fam-hoene.de under 'Goals' 'Our Scholarship Program'.

2. Form of application

Applications should be sent by email to stiftung@fam-hoene.de, enclosing the documents listed in section 4 below, completed in full and signed by the applicant (questionnaire, financial statement), each as a PDF file.

3. Application deadline

The scope of our scholarship program, including the number of scholarships available, depends on our annual budget. This is determined in November of each year for the following calendar year. **In order for an application to be considered for the following calendar year, we require the complete application documents by 15 September of the previous year at the latest. Application documents received after this date cannot be considered**

4. Application documents

The application must be accompanied by the questionnaire on your personal circumstances (Questionnaire) and the Financial Statement, both completed in full and signed by you or authorized in another manner, in PDF format.

a) Questionnaire

The questionnaire is intended to provide us with as much information as possible about your personal circumstances. Please answer the questions as fully as you can. If a question is not relevant, please write 'not relevant.' Important: We depend on cooperation with the educational institution where you are studying or intend to study. The questionnaire therefore includes, among other things, the contact details (in particular the email address) of a suitable contact person at the educational institution where you are studying or intend to study. Before submitting your application, please ensure that

this contact person has been informed of your application and is prepared for us to contact them to clarify the processing of the scholarship. If the scholarship is arranged by another non-profit organization (association, foundation, NGO), this is not necessary. Any necessary contact with the educational institution will be arranged by the latter.

b) Financial Statement

As a state-recognized and supervised non-profit foundation under German law, we are obliged to carry out a means test before accepting applicants into our scholarship program. This is the purpose of the financial statement, which is a necessary part of the documents to be submitted. As we promote sustainability, we need to be able to identify any financial requirements in addition to your own income, family or other support (e.g. government grants, scholarships or other support services) that are to be covered by our scholarship. If the statement shows that the total costs cannot be covered even with the help of the scholarship we can offer, we are generally unable to award a scholarship. The individual amounts must be stated in the currency in which they are incurred. The currencies may vary (e.g. tuition fees in US or JOD dollars, transport or learning materials or living expenses in NIS). We convert the respective currencies into euros for our purposes. Even if the information provided is only an estimate, it must be determined to the best of your knowledge and belief. Any tuition fees should be requested from the respective educational institution before completing the statement.

5. Application review and decision

As a rule, applicants will receive confirmation of receipt by email within 10 working days of submitting their application. This email may contain additional questions that must be answered and will indicate the time frame within which the application will be reviewed and a decision on the next steps in the process will be made. If necessary, we will contact the educational institution with which we have to cooperate in order to process the scholarship in order to clarify and agree on the technical details of the scholarship. If available, a student ID number should therefore be provided in the questionnaire so that we can refer to it when contacting you. After reviewing the application documents, the applicant will receive either an invitation to schedule a personal interview, or a preliminary or final rejection notice by email.

6. Personal interview

If the application review is positive, we will invite the applicant to a personal interview to get to know them better and ask additional questions. The further procedure will be discussed in detail and agreed upon during this interview.

7. Decision

As a rule, we decide on the approval or rejection of the application at short notice, i.e. within three weeks of the personal interview at the latest. If the application is approved, we will send the applicant a draft written agreement for review. If you agree with the draft, please sign it and return it to us by email in PDF format. Upon return of a copy of the agreement countersigned by us, the applicant will participate in our scholarship program in accordance with the provisions of the agreement.

8. Publications

We report on the progress of our scholarship program on our website, in our monthly newsletter and occasionally on social media. To protect the privacy of our scholarship holders, we only publish their first names. If the scholarship holder does not wish this, this must be expressly agreed upon. The same applies to the publication of images provided to us.