

January 31, 2022

Dear interested party or applicant  
for our scholarship program,

We acknowledge receipt of your inquiry and appreciate your interest.

However, for the current year 2022, our available funds for awarding scholarships have unfortunately already been exhausted.

For the coming year 2023, possibly also in the event that funds already budgeted in the current year should become available again, we will be happy to include you on an applicant list.

Our next application process will not begin again until the end of 2022, so please note the following rules:

### **Dates and application deadlines**

In order to give all applications received at different times an equal chance, there is one application deadline per year by which we must receive the complete application documents. For scholarships awarded beginning with the spring 2023 semester, this application deadline is

**December 15, 2022.**

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### **Application decisions**

As a rule, the Foundation will decide on the applications received by then within a period of 20 working days after the application deadline. In exceptional cases, the decision period may be reasonably extended. This will be communicated to the respective applicants within the aforementioned 20 working days.

## **Application criteria**

The Foundation has published and made available for download on its website [www.fam-hoene.de](http://www.fam-hoene.de) the current personal requirements that applicants for scholarships must fulfill. Exceptions to the requirements stated there are at the discretion of the Foundation in individual cases.

## **Application documents**

The following documents must be submitted to the Foundation in electronic form (Word, Excel or PDF) by the respective application deadline (see section 1 above):

- Fully completed questionnaire on the applicant's personal circumstances, signed or electronically signed.
- ("Questionnaire for scholarship holders")
  
- Fully completed table on the applicant's financial situation ("Financial Information").

The forms to be used for this purpose are available for download at [www.fam-hoene.de/unsere-ziele](http://www.fam-hoene.de/unsere-ziele) for download.

In the event that the applicant agrees to have a photo of him or her displayed in the Foundation's publications (website and newsletter), we request that the applicant provide us with a photo suitable for this purpose, assuring that we will publish this photo only in connection with the first name or an imaginary name requested and determined by the applicant.

## **Cooperation with institutions and organizations**

For the granting, especially for the payment of scholarships, we cooperate with educational institutions such as local schools or universities or other non-profit organizations. As a rule, we do not pay scholarships to individually sponsored

persons directly. Applicants for admission to our scholarship program are therefore requested to contact the relevant educational institution (school, university) where they are studying or intend to study before applying in order to clarify whether and how the educational institution can support the granting of the scholarship. Reference to this must be made in the application.

### **Correspondence**

In order to save avoidable administrative work, we will conduct all correspondence in connection with the granting of scholarships by e-mail via the e-mail addresses [stiftung@fam-hoene.de](mailto:stiftung@fam-hoene.de) or [thomas@fam-hoene.de](mailto:thomas@fam-hoene.de). We kindly ask you to refrain from sending written correspondence or transmitting it via messenger services.

### **Legal notice**

We would like to point out that there is no legal entitlement to admission to our scholarship program. Decisions on the granting of scholarships are at the discretion of the Board of Directors of the T+H Hoene Foundation.