

# FINANCIAL AID GUIDELINES

DEAR APPLICANT

Please read carefully the following information and instructions on how to prepare your Application for Financial Assistance before completing the application form. Should you have any questions not addressed in these guidelines, please contact the Financial Aid Office ([finaid@ecla.de](mailto:finaid@ecla.de))

## ESTIMATED STUDENT BUDGET 2010-2011

This information sheet contains information on the ECLA comprehensive fee for the 2010-2011 academic year and is designed to help you and your family gain a better understanding of the costs and expenses associated with studying and living at ECLA for one academic year. Many figures are estimates that will vary widely depending on individual needs and preferences. Accordingly, this document can only serve as a means of orientation and does not constitute a binding calculation. Please review this information sheet carefully before filling out the application form.

## FINANCIAL AID AT ECLA

ECLA offers need-based financial assistance to admitted students. The awards vary widely and aim to help cover the full amount of the ECLA comprehensive fee.

Financial aid is awarded to students on an annual basis as their financial needs may change from year to year. Therefore, if you are enrolled in the B.A. Programme in Value Studies, you are required to re-apply for a financial aid package each year in which you are enrolled at ECLA.

Students may ask for a re-evaluation of their financial aid package during the year if a significant, unexpected change in their financial situation occurs. A request form needs to be submitted to the Financial Aid Office. Forms can be obtained from the Financial Aid Officer.

## DEADLINES: ACADEMIC YEAR 2010-2011

Deadlines for financial aid applications are the same as deadlines for admissions:

DEADLINE I recommended for all, but particularly for students who are required to file visa applications	February 15 <sup>th</sup> 2010
ADMISSIONS DECISION	March 30 <sup>th</sup> 2010
CANDIDATE REPLY Students accept ECLA's offer of admission by returning signed acceptance forms	April 9 <sup>th</sup> 2010
DEADLINE II	April 30 <sup>th</sup> 2010
ADMISSIONS DECISION	June 11 <sup>th</sup> 2010
CANDIDATE REPLY	June 22 <sup>nd</sup> 2010
LATE APPLICATIONS for applicants who don't need a visa	July 15 <sup>th</sup> 2010
Late applications will be processed as received provided there are still spaces available	

It is advisable to have all the material in by deadline I. Early filing allows us to respond sooner, but does not advantage or disadvantage your application in any way.

## NOTIFICATION OF FINANCIAL AID DECISION

You will be notified of the financial aid decision together with the admissions decision by the date indicated in the admissions deadlines table. In order to receive your notification of financial aid decision in a timely manner, please do not forget to submit a signed Consent Form allowing ECLA to use electronic notification. The Consent Form is attached to the Financial Assistance Application Form. It can also be obtained separately from the Financial Aid Officer ([finaid@ecla.de](mailto:finaid@ecla.de)). If you are not admitted to ECLA, your financial aid application will be removed from our records at the end of the admissions period.

## FILLING OUT THE APPLICATION FORM

Please follow the instructions below when filling out your application form for financial assistance.

### SECTION A: A Personal Statement of Financial Need

This is the place for you to provide us with the information that numbers and figures cannot transmit, such as unusual or exceptional circumstances. Please use this space wisely and concentrate on financial aspects. Before printing out the completed form, please check to see if the whole text is visible. If the space provided is not enough, please use a separate sheet of paper and attach it to the application form.

### SECTION B: Student Information

Please provide the requested information. Double check the mailing address and email address entries against the deadlines table: Are you going to be reachable at these addresses at the time when you can expect to hear from ECLA (see especially dates for Admissions Decisions)?

### SECTION C: Family Information

When completing Section C.5, please list all members of your immediate family who are supported by your parents. Do not forget to include yourself when giving the total number of dependents in Section C.4.

### SECTION D: Family Financial Resources

When completing this section, please use the same currency as is used in your supporting documents (such as tax statements, bank statements etc). Do not forget to enter numbers for *annual* income and expenses – make sure you add up any and all regular *monthly* income and expenses (e.g., rent, utilities etc) to reflect the correct *annual* amounts.

### SECTION E: Applicant's Financial Resources

If you are single and have not been employed, leave Section E.1 ANNUAL INCOME blank and proceed to the rest of this section. If you are living with your parents and your *annual expenses* are entered together with your family's in Section D.2, you do not need to fill out E.2. ANNUAL EXPENSES. Please note that scholarships you may be receiving for studies at your current institution also count as income! Enter these in the Section E.1. line c.

## SECTION F: Educational Support

In the Section F.1 please provide information on whether or not you are expecting funding from sources other than ECLA. In the Section F.2 please list how much funding you expect to be able to contribute toward the ECLA comprehensive fee. Please take your time to carefully review the Estimated Student Budget 2010-2011 before determining the amount of funding you expect to contribute. Include all sources from which your contribution will consist.

## DOCUMENTATION

In order for your financial aid application to be complete, documentation must be provided verifying your financial situation. Please enclose certified documents. Documents in languages other than German or English must be accompanied by a certified German or English translation.

## SUBMITTING THE APPLICATION FORM

Please submit your application form and supporting documents (see DOCUMENTATION) to:

European College of Liberal Arts  
Financial Aid Office  
Platanenstrasse 24  
13156 Berlin  
Germany

Only complete applications that have arrived on time will be considered.

## NON-DISCRIMINATORY POLICY

The European College of Liberal Arts Berlin admits students of any race, colour, national origin, ethnic origin, sex, gender identity, religion, sexual orientation, and age to all the rights, privileges, programmes, and activities generally accorded or made available to students at the college. It does not discriminate on the basis of race, colour, national origin, ethnic origin, sex, gender identity, religion, sexual orientation, and age in administration of its educational policies, admission policies, scholarship and loan programmes, and athletic and other school-administered programmes.