

FINANCIAL AID GUIDELINES

DEAR APPLICANT

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

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

For information on the ECLA comprehensive fee for the 2011-2012 academic year, please consult the **Estimated Student Budget 2011-2012** and the **ECLA Student Health Insurance 2011-2012**. The Estimated Student Budget is an information sheet 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.

ECLA is expecting state recognition. In accordance with the German law that requires all students studying at any state-recognized college or university in Germany to have health insurance, ECLA will start offering health insurance coverage through one of the best statutory health insurance companies, *Techniker Krankenkasse (TK)*, for its students as part of the comprehensive fee. The ECLA Student Health Insurance 2011-2012 information sheet provides you with important information on student health insurance requirements in Germany and the ECLA comprehensive fee adjustments for students who wish to waive the statutory student health insurance offered by ECLA.

Before completing the application form, please read carefully the following instructions on how to prepare your Application for Financial Assistance. Should you have any questions not addressed in these guidelines, please email us at finaid@ecla.de.



Sara Galbaatar
Financial Aid Officer

DEADLINES: ACADEMIC YEAR 2011-2012

Deadlines for financial aid applications are as follows:

FINANCIAL AID APPLICATION DEADLINE I recommended for all, but particularly for students who are required to file visa applications	February 15 th 2011
ADMISSIONS DECISION	March 30 th 2011
CANDIDATE REPLY Students accept ECLA's offer of admission by returning signed acceptance forms	April 11 th 2011
FINANCIAL AID APPLICATION DEADLINE II	April 30 th 2011
ADMISSIONS DECISION	June 10 th 2011
CANDIDATE REPLY	June 21 st 2011
LATE APPLICATIONS only possible for applicants who don't need a visa	July 15 th 2011
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 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). 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. If you are requesting to waive the statutory student health insurance provided by ECLA through *Techniker Krankenkasse* as part of the comprehensive fee, make sure to check the appropriate box in E.8.

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 2011-2012** and the **ECLA Student Health Insurance 2011-2012** before specifying 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.

If you are requesting to waive the statutory student health insurance offered by ECLA, please enclose the 2011-2012 Health Insurance Waiver with the relevant supporting documentation.

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.