



Scholarship and Work Study Policy at the European Graduate School

This Scholarship and Work Study Policy outlines the guidelines and criteria for awarding Scholarships and Work Study opportunities at the European Graduate School ("the EGS"). The aim is to assist eligible students and/or provide them with meaningful employment experience that complements and enhances their academic and career goals.

1. Types of Scholarships and Work Study

- a. Matching Scholarships: The EGS offers a Matching Scholarship program, in which the Higher Education Institution matches money raised by the student up to a limit of \$2,000 per student per year. The money to be matched may be raised from any scholarship-providing organization – bank and government loans are not eligible for matching funds. The distribution of matching scholarships depends on available funds and will be disbursed to qualifying students on a first-come, first-served basis.
- b. Work Study: to assist eligible students with financial aid gain meaningful employment experience that complements and enhances their academic and career goals.

2. Eligibility Criteria

- a. All applicants must be enrolled or accepted for admission as full-time students at the EGS.
- b. All applicants must demonstrate financial need and provide comprehensive financial information as part of the application process.
- c. All applicants must demonstrate (and maintain) satisfactory academic progress as defined by the EGS Academic Affairs.

3. Application Process

- a. Eligible students can apply for Scholarships and Work Study opportunities through the admissions office.
- b. The application process will require applicants to submit supporting documents

4. Selection and Awarding Process

- a. The EGS will review all eligible Scholarship and Work Study applications.
- b. The EGS will ensure a fair and unbiased selection process, and all decisions will be final.
- c. Scholarship and Work Study recipients will be notified of their awards through official communication channels, and the details of the Scholarship or Work Study placement will be included in the financial aid award letter.



5. *Specific Scholarship Information*

- a. Scholarship Stipulations:
 - i. Scholarship funds are charged directly towards tuition fees and may not be transferred.
 - ii. Students must adhere to the EGS Code of Conduct and Academic Integrity policies to remain eligible for their scholarships.
- b. Scholarship Renewal:
 - i. The scholarships awarded at the EGS can be extended for up to two years, provided that the recipient fulfills the requirements stated in the scholarship offer.
 - ii. Qualified students may apply for a new Scholarship after the two-year process, provided the applicant submits a new application and is able to demonstrate appropriate merit and/or need.
- c. Scholarship Appeal:
 - i. Students who believe they were unfairly denied a scholarship or had their Scholarship revoked may appeal the decision by following the EGS's established appeal process and submitting their appeal in writing to the Scholarship and Work Study Selection Committee and the EGS Dean or Director in charge of their area of study.
 - ii. The Scholarship and Work Study Selection Committee will review the appeal and make a formal determination on the appeal. This determination will be final.

6. *Specific Work Study Information*

- a. Program Description:
 - i. The Work Study program allows eligible students to work part-time on or off-campus while pursuing their studies.
 - ii. Job placements will, as much as possible, align with students' fields of study, and enhance their learning and career readiness.
- b. Roles and Responsibilities:
 - i. Work Study students are expected to maintain a high level of professionalism. They will demonstrate commitment and integrity in their jobs and comply with all applicable policies and guidelines.
 - ii. Work Study Program Supervisors are responsible for providing a meaningful work experience, offering regular feedback and guidance, and ensuring compliance with all relevant labor regulations.
 - iii. The EGS Administration Office is responsible for coordinating the Work Study program, maintaining oversight of the Work Study Program Supervisors, and distributing funds.
- c. Confidentiality: All work-study students are required to maintain confidentiality and privacy regarding all work-related information, in accordance with EGS policy and federal law.



7. *Policy Updates, Amendments, and Modifications*

- a. This policy is subject to change at the discretion of the EGS.
- b. This policy will be reviewed periodically and updated as necessary to reflect changes in EGS policies and procedures.
- c. Any changes to the policy will be communicated to students through the EGS websites and other means of official communication.

8. *Non-Discrimination and Inclusivity*

- a. The EGS is committed to promoting excellence in education and providing opportunities for deserving students to achieve their academic goals.
- b. The Scholarship and Work Study Policy aims to support and nurture the talent and potential of our students while fostering a diverse and inclusive learning community.