



Graduate  
Business  
School



## Financial Assistance Program 2024-25

### Need-based Financial Assistance (Grants)

Prospective and current students who are unable to meet their tuition obligations due to economic difficulties may apply for a tuition reduction grant which varies from 5% to 35%.

Financial assistance is given for tuition only and does not cover other fees. It is awarded until the completion of the program followed.

### Application Periods

Although the college tries to support all students in need, the available funds are limited, and therefore, it is highly recommended that interested students apply within the set deadlines. Students, who apply late, run the risk of their application not to be evaluated.

Applications should be submitted until the first week of classes of the first period of each program.

### Financial Assistance Terms and Conditions

- Applicants who are awarded Financial Assistance must:
  - file taxes in Greece.
  - maintain a minimum average score of 2.30 / 4.00 in their cumulative index (CI).
  - register continuously for all periods for at least one course per period. If for whatever reason they are unable to do so, they must inform the Financial Assistance & Planning Office in writing.
- Students on academic probation are not eligible to receive any kind of financial assistance.
- Only complete applications with all necessary documentation, submitted within the respective deadlines will be evaluated.
- All applications and supporting materials are retained by the Office of Financial Assistance and Planning; All materials are kept on file, under conditions of security and strict confidence, and in accordance with the provisions of Regulation (EC) 2016/679 of the European Parliament and of the Council ("General Data Protection Regulation") and the Greek legislation on the protection of personal data (Law 4624/2019), as in effect from time to time (the "Personal Data Legislation").
- All communication regarding the progress of an application is done through the personal email address (as reported in the application form) and/or through the students' *ACG Mail*.
- As funding for financial assistance originates from the College's own resources and from the generous contributions of donors, the College reserves the right to rename already awarded tuition reductions to named scholarships. Such conversion will serve as recognition of the recipient's academic performance and will not alter the terms or obligations that arise from the original reduction.

### General Instructions for the completion and submission of the Financial Assistance Application

For new users: On the first page of the Financial Assistance Platform, click the designated link (register now) to set up an account. After filling in all necessary information and hitting "register," you'll receive an email containing a link to activate your account (sent to the email address provided during registration). Once activated, you can log in using your User Name and Password. Remember to securely store your credentials, as this account will be used for all future applications.

New students who need help finding their Alba Student ID may contact the Admissions Office (t: +30 210 8964531 ext. 2269, 2289, 1408, [admissions@alba.acg.edu](mailto:admissions@alba.acg.edu)).

For former users: On the Financial Assistance Platform's initial page, you may log in by using your User Name and Password (the ones you declared upon the creation of your account).

You cannot create a new account (only one account can be created for each Student Code Number).

#### For all users

- Before beginning to complete an application, please make sure that all required documents and certificates (depending on financial and family status; refer to the relevant sections below) are available.



- At any time during the completion of an application you may save your progress and continue later. Once an application has been submitted, it can no longer be modified.
- Only one application for financial assistance per student may be submitted.
- All supporting documents must be submitted in PDF and JPG/JPEG format. Please note:
  - *Documents consisting of more than one page* must be submitted in a single file (e.g. the E1 Tax Form is five pages)
  - *In case of photos*, all information must be readable.
- In case parents are filing separate Tax Declaration Forms, all relevant tax statements and certificates must be submitted for both parents.
- In case the applicant or family is not obliged to submit an E1, this must be verified by submitting an official certificate from the tax authorities.
- Family members over the age of 18 will be included in the evaluation process only if all their relevant tax statements and certificates have been submitted.
- In case of income from abroad, all relevant certificates must be submitted.
- For applications declaring very low or zero income to be evaluated, additional documents must be submitted. The Financial Assistance Committee must take fair decisions based on each student and family's actual income.
- Applicants seeking evaluation as independent members: In such instances, applicants must file their own taxes, reside independently of their parent(s)/guardian(s), and possess adequate income to cover both living expenses and a portion of their studies.

### **Documents that must accompany Need-Based Financial Assistance Applications for the Academic Year 2024-25**

#### **Tax Statements** (must be submitted as downloaded from myTaxisNet):

- **E1 - Tax Declaration Form 2023** for income obtained between 01/01/2023 and 31/12/2023
- **FEFP (ΦΕΦΠ) 2023** - Tax Clearance Form for income obtained between 01/01/2023 and 31/12/2023.
- **ENFIA (ΕΝΦΙΑ)** – Tax Declaration for personal property (Δήλωση Ενιαίου Φόρου Ιδιοκτησίας Ακινήτων). The respective document may be downloaded from My TAXISnet: Εφαρμογές TAXISnet / Εφαρμογή Περιουσιολογίου Ε9 / Είσοδος / Έτος: 2024 / Εκτύπωση εκκαθαριστικού τελευταίας εκκαθάρισης για το έτος 2024 (αρχείο pdf). If no property is owned, verification must be provided by submitting a notarized affidavit or the relevant screenshot from myTaxisNet.

#### **Tax Statements to be submitted ONLY upon request:**

- **FEFP (ΦΕΦΠ) of previous years** - Tax Clearance Forms for income obtained in previous years.
- **E2** – Tax Declaration for income from rents obtained between 1-1-2023 and 31-12-2023.
- **E3** or **N** – Tax Declaration for income from independent profession/business activity obtained between 1-1-2023 and 31-12-2023.

#### **Additional documents which verify an applicant's financial need (if applicable):**

- **First house mortgage loan(s)**: "Income-Expenses for the debtor or/and spouse for the year 2023 (έγγραφο «Ενημέρωση Εισοδημάτων-Δαπανών Υπόχρεου ή/και της Συζύγου/ΜΣΣ για το 2023).
- **Medical certificate(s)**: For each medical certificate submitted, a signed document regarding the consent for the processing of the personal/medical data of the person to whom the certificate refers to, must be submitted as well. This document may be found (in downloadable format) under the specific question in the application. In addition, a hard copy may be obtained from the Office of Financial Assistance and Planning Office. (If the aforementioned documents are not submitted, any health-related issues will not be taken under consideration in the evaluation process.)
- **Divorce paper(s)** and document(s) for child/children alimony.
- **Various Certificates (if necessary)**: family (e.g. for large families), death, pension (in case of retirement in 2023 or 2024, or in case of a temporary pension), unemployment (if not submitted, unemployment status will not be taken under consideration in the evaluation process), notarized affidavit via GOV (for various verifications)..