



Financial Assistance Program 2023-24

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.

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 Alba Graduate Business School 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* and *myACG* portal (for continuing students).

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

For new users: On the Financial Assistance Platform's initial page you must click on the respective link (register now) to create an account. Upon completion of all required fields and once you press register, you will need to activate this account by clicking on the link in the email you will receive (to the email declared while creating the account). Finally, you may log in by using your User Name and Password. **Attention:** you must store your credentials (User Name and Password), as the account created 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).

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).

- 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 who would like to be evaluated as independent members must: file their own Taxes, live independently of their parent(s)/guardian(s) and have sufficient income to cover their living expenses and part of their studies.

Documents that must accompany Need-Based Financial Assistance Applications for the Academic Year 2023-24

Tax Statements (must be submitted as downloaded from myTaxisNet – Αηλώσεις Έτους 2023):

- **E1** - Tax Declaration Form for income obtained between 1-1-2022 and 31-12-2022 (E1 - Δήλωση Φορολογίας Εισοδήματος Φορολογικού Έτους 2022 για τα Εισοδήματα που αποκτήθηκαν από 1-1-2022 έως 31-12-2022).
- **Π** - Tax Clearance Forms for income obtained in the years 2022, 2021 and 2020 (Π - Πράξη Διοικητικού Προσδιορισμού Φόρου (Εκκαθαριστικό) για τα εισοδήματα που αποκτήθηκαν τα τελευταία 3 χρόνια - Φορολογικά Έτη 2022, 2021 και 2020).
- **E2** - Tax Declaration for income from rents obtained between 1-1-2022 and 31-12-2022 (E2 - Αναλυτική Κατάσταση για τα Μισθώματα Ακίνητης Περιουσίας Φορολογικού Έτους 2022).
- **E3** or **N** - Tax Declaration for income from independent profession/business activity obtained between 1-1-2022 and 31-12-2022 (E3 - Κατάσταση Οικονομικών Στοιχείων από Επιχειρηματική Δραστηριότητα Φορολογικού Έτους 2022 ή N - Δήλωση φορολογίας εισοδήματος Νομικών Προσώπων & Νομικών Οντοτήτων).
- **ΕΝΦΙΑ** - Tax Declaration regarding personal property (Δήλωση Ενιαίου Φόρου Ιδιοκτησίας Ακινήτων). The respective document may be downloaded from My TAXISnet: *Εφαρμογές TAXISnet / Εφαρμογή Περιουσιολογίου Ε9 / Είσοδος / Έτος: 2023 / Εκτύπωση εκκαθαριστικού τελευταίας εκκαθάρισης για το έτος 2023 (αρχείο pdf)*. In case of no property, this has to be verified by submitting a notarized affidavit (Επικυρωμένη Υπεύθυνη Δήλωση).

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

- **Bank statement(s) for first house mortgage loan(s)** including the type of loan(s) and the exact amount paid for the year 2022. Alternatively, you may submit the document "Income-Expenses for the debtor or/and spouse for the year 2022 (έγγραφο «Ενημέρωση Εισοδημάτων-Δαπανών Υπόχρεου ή/και της Συζύγου/ΜΣΣ για το 2022).
- **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.)
- **Unemployment Certificate(s)**. If not submitted, unemployment status will not be taken under consideration in the evaluation process.
- **Divorce paper(s)** and **document for child/children alimony**.
- **Family Certificate** (e.g. for large families).
- **Death Certificate(s)**.
- **Pension Certificate(s)** in case of retirement in 2022 or 2023, or in case of a temporary pension.
- **Any other relevant certificate(s)** (if necessary).