

SCHOLARSHIP PROGRAMME

THE EDWARD AND EVA UNDERWOOD CHARITABLE FOUNDATION scholarship programme was established to provide educational opportunities to students and to enable them pursuing studies until termination. All candidates applying for scholarship must meet the following criteria:

- **Philippine, French or Canadian nationality**
- **must be able to demonstrate financial need**
- **proof of above-average study record**

In order to apply for the scholarship programme students must submit a completed application form including supporting documentation as requested hereinafter.

All supporting documents and certificates must mandatorily be in English or French!

All applicants must authorise the release of any information relating to their application to THE EDWARD AND EVA UNDERWOOD CHARITABLE FOUNDATION. Information may be requested from educational institutions, government, community or any other sources, and may include personal evaluations and transcripts. Submission of up-to-date documentation convincingly proving financial need is absolutely indispensable. **Misrepresentation, incomplete or false information will result in removal from the application process or, if detected after approval or release of funds, in immediate loss of support and action for repayment.**

The award of scholarships is subject to availability of funds and valid for one school year. Scholarship shall serve the purpose to cover school fees such as tuition fees and miscellaneous fees typically collected by schools in the course of enrolment. Costs for books invoiced by the school may be considered.

All distribution of funds is limited to the amount awarded as scholarship and will be executed exclusively to the accounts of educational institutions directly, for the sole purpose of settling aforementioned costs in favour of an approved applicant. Any payments will be effected solely upon presentation of duly issued invoice/receipt meeting all formal requirements as stated hereinafter, in the Applicant Information Sheet or as announced by the Recommending Institution.

The submission of an application does not constitute any legal claim to be awarded scholarship.

RECOMMENDING INSTITUTION: Please ensure that the following documents are enclosed: Proof of citizenship, convincing documents to prove financial need, recent Academic Transcripts, copy of Letter of Acceptance from educational institution (if confirmed) and reports of two referees.

NOTE: Applications not entirely meeting all requirements are incomplete and shall be removed from the selection process! Documents in languages other than English or French are not accepted.

APPLICATION FOR SCHOLARSHIP 2019/2020

Complete this form and return together with all documents as requested and including the signed Applicant Information Sheet to:

Address	
Contact Person	

PART 1: Personal Details

All questions must be answered! Incomplete information causes immediate elimination.

FULL NAME	
<input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Mr	
Family Name	
First Name	
Middle Name	

Recent photo
must be
attached here

HOME ADDRESS	ADDRESS FOR CORRESPONDENCE (if different)
Apt/Street	Apt/Street
City	City
State /Province	State /Province
Zip Code	Zip Code
Telephone	Telephone
e-mail	e-mail

Nationality	Country of legal residence
Place of birth	Profession
Date of birth	

Have you been awarded a scholarship by the Edward and Eva Underwood Charitable Foundation before?

<input type="checkbox"/> Yes	_____>	Date
<input type="checkbox"/> No		

FAMILY CIRCUMSTANCES		
Parents	Father	Date of birth
	Mother	Date of birth
Profession	Father	
	Mother	
Brothers and sisters (First names & date of birth)		

MARITAL STATUS	
<input type="checkbox"/> Single	
<input type="checkbox"/> Married	Name of spouse
	Profession
<input type="checkbox"/> Other	

Copy of French ID/Passport must be enclosed! French ID/Passport must remain valid for a minimum period of 6 months after submission of application!

PART 2: Financial Data

Scholarship is awarded solely to applicants convincingly proving financial need!
Personal financial situation (all data in USD):

INCOME (annual)				
	Applicant	Partner	Parents	Other
Income from job				
Income from pension				
Income from savings & investments				
Social Security Benefits*				
Other (information mandatory!)				
Value of any savings & investments held				
Subtotals	①	②	③	④
Total funds available (①-④)				

* Social Security Benefits such as income support, child benefit, attendance allowance.

FAMILY EXPENDITURES (annual)	
Estimated cost of living (food, clothing, rent/mortgage, water, power etc.)	
Annual Tax	
Insurances (home and other)	
Total expenditures (annual)	

Note: Living expenses for applicants' family is not part of scholarship!

ESTIMATED COSTS FOR INTENDED EDUCATION (for entire schoolyear)	
Tuition fees	
Books (invoiced by school only)	
Total educational costs (for <u>entire</u> schoolyear)	

Documents proving financial need, e.g. tax returns, tax exempt certificate, certificate of indigency (of parents and any other persons living in your household) officially filed with federal and/or state tax authorities for 2017 convincingly demonstrating financial need must be submitted. Failure to deliver documents proving financial need causes elimination from the application process. Bills for power, gas, water etc. will not be accepted as proof and must not be attached!

RECOMMENDING INSTITUTION:

Correctness of data approved

(Signature)

Incomplete or false information causes immediate elimination from application process!

List all scholarships, grants, loans or other support you have applied for, including the amount of such scholarships, etc, and whether or not the funds have been confirmed.

Explain any specific personal, family or financial situation you believe merits consideration.

PART 3: Intended Education

EDUCATIONAL PROGRAMME FOR WHICH SCHOLARSHIP IS REQUESTED

All questions must be answered!

Type of school (e.g. Elementary School, High School, College, etc) **and course:**

--

Educational Institution:

Exact Name	
Address	
Street	
City	
State/Province	
Zip Code	
Website/e-mail	

What degree are you achieving with the assistance of this scholarship?

--

When does/did education for which funds are requested start?

Month	Year
-------	------

Expected date of graduation / termination of intended education?

Month	Year
-------	------

Have you been accepted into the program for which funds are requested?

<input type="checkbox"/> Yes , letter of acceptance enclosed
No ,

A letter of acceptance of the intended educational institution/University (if not identical with Recommending Institution) must be enclosed. If you are not able to submit such a letter, please explain. Deadline for subsequent submission of letter of acceptance will be established by Recommending Institution.

ACKNOWLEDGEMENT AND AUTHORISATION

I herewith certify that, to the best of my knowledge, the information in this application form and in all the accompanying documents is true, accurate and correct.

I authorise THE EDWARD AND EVA UNDERWOOD CHARITABLE FOUNDATION to collect information about me from me; from educational institutions, government, community or any other sources available; and from references I have provided. The information collected may include but is not limited to personal evaluations and transcripts.

THE EDWARD AND EVA UNDERWOOD CHARITABLE FOUNDATION is authorised to unrestrictedly use all information received for any purpose in connection with the THE EDWARD AND EVA UNDERWOOD CHARITABLE FOUNDATION scholarship programme, including publicity and promotions, and may share it with anyone who works with or for THE EDWARD AND EVA UNDERWOOD CHARITABLE FOUNDATION, as far as it is considered necessary to implement statutory and legal regulations THE EDWARD AND EVA UNDERWOOD CHARITABLE FOUNDATION is subject to.

I understand that this application will not be valid unless it is duly signed and dated, and that no materials will be returned. I understand that irrespective of the eligibility of an applicant THE EDWARD AND EVA UNDERWOOD CHARITABLE FOUNDATION reserves the right to remove this application from the application procedure and/or deny the award of scholarship, without giving reason. I understand that the submission of an application does not constitute any legal claim whatsoever to be accepted for participation in the scholarship programme operated by THE EDWARD AND EVA UNDERWOOD CHARITABLE FOUNDATION.

NOTE: All questions must comprehensively be answered. Please ensure that all documents as requested are enclosed. Documents must fully comply with all requirements as specified herein or in any other document or communication relating to the application procedure.

INCOMPLETE APPLICATIONS WILL BE REMOVED FROM THE SELECTION PROCESS!

Date

Applicant's signature
(signature over printed name)

PART 5: Referees

Submit two (2) letters (not more!) of recommendation. Name these two referees and indicate their contact details, including their working/business addresses. Referee's Reports enclosed must be submitted in closed envelope. Letters of recommendation must not be from parents, relatives or friends but from teachers, superiors or similar and be signed by the referee.

1. Referee	
Name of Referee	
Telephone/e-mail	
Function	
Department	
Institution/Company	
City/Country	

2. Referee	
Name of Referee	
Telephone/e-mail	
Function	
Department	
Institution/Company	
City/Country	

Completed applications and referee's reports must be returned to:

Address	
Contact Person	

APPLICANT INFORMATION SHEET

(Supplement to Application Form)

The scholarship programme maintained by THE EDWARD AND EVA UNDERWOOD CHARITABLE FOUNDATION was established to provide financial support to deserving students who would either have no access at all to education or would be forced to break off education without such support. Applications for scholarship can be considered only if the candidate doubtlessly proves full compliance with all the defined criteria as stated in the application form and/or hereinafter, with absolutely no exception.

In the following the basic conditions of scholarship as described in the application form are stated more precisely.

1. The acceptance of an applicant into the scholarship programme is subject to availability of funds and valid for one school year. Support is limited to the amount as awarded and shall serve the sole purpose to fill a gap occurring between the financial capability of an applicant's family and the actual costs for the intended or already ongoing education. The necessity of support must be demonstrated absolutely convincingly.
2. Any support shall primarily serve to settle tuition fees, registration fees and other miscellaneous fees typically invoiced by schools. These costs must demonstrably be inevitable, intrinsically tied to education and arise directly from education. In certain cases additional costs such as the expenses for books may be supported, provided these are invoiced by the school. The compliance with these preconditions must be proven by the applicant and explicitly certified by the Recommending Institution.
3. Applicants are obliged to make use of the appropriate educational resources available nearest to the family residence. Scholarship does not cover any expenses arising from attending an educational institution other than the nearest available to the family residence.
4. All release of support will be possible exclusively upon presentation of an enrolment certificate and corresponding invoices/receipts comprehensively meeting the formal requirements of fiscal authorities. All invoices/receipts must indicate the date of issuance, the type of service rendered, the person service was/is provided to and the date or period charges are due for. All invoices/receipts must be issued on official paper, indicate the address of the invoicing party and must be duly signed by the invoicing party. All invoices/receipts submitted for settlement must be original documents, no copies of invoices/receipts will be accepted. Nonnegotiable expenses cannot be considered.
5. Support is limited to the amount awarded as scholarship. All payments are effected directly to invoicing party's account, without exception. Bank transfer information enabling international money transfer (exact name of account, account number, name of bank, SWIFT-code) must mandatorily be provided together with all invoices submitted for settlement. Failure to provide complete and correct bank transfer data causes impossibility of payment leading to loss of support. All responsibility for timely submission of invoices including complete and correct bank transfer information remains with the applicant.
6. Failure to provide necessary documentation fully meeting all requirements as stated above under (4.); failure to provide correct bank transfer information as stated above under (5.); or failure to meet any optionally communicated deadline for the submission of invoices will result in loss of scholarship, irrespective of previous acceptance of applicant into the scholarship programme.
7. Any change of school after submission of the application is subject to approval by the Recommending Institution and therefore must be notified to them without any delay, together with an explanatory statement.
8. Scholars are advised to frequently communicate with the Recommending Institution in order to keep up with all relevant developments, particularly deadlines. The responsibility to maintain communication with the Recommending Institution remains with the scholar. Scholars enrolled at the same school are requested to team up in order to coordinate and combine communication with the Recommending Institution.

The undersigned acknowledges and agrees to the terms as stated in this document in conjunction with the stipulations as described in the application form and expressly declares to submit to these terms and conditions.

SIGNED DOCUMENT MUST BE RETURNED TOGETHER WITH APPLICATION!

Name of Applicant (printed name):

Date

Applicant's signature