

2016 Financial Statement Guidelines

Dear Applicant,

Financial aid at Bard College Berlin is need-based and a student's financial need is also taken into consideration for scholarships. The awards vary widely and all students are expected to contribute what they can towards the cost of their education.

Financial aid is determined on an annual basis as financial needs may change from year to year. Therefore, you are required to re-apply for a financial aid package each year in which you are enrolled at Bard College Berlin.

Before completing the application form, please carefully read the following instructions on how to prepare your Financial Statement. Should you have any questions not addressed in these guidelines, please email us at finaid@berlin.bard.edu.

We prefer to receive your application form and supporting documents via email, but you may also mail them to the address below (only complete applications that have arrived on time will be considered):

Email: finaid@berlin.bard.edu

Bard College Berlin

Financial Aid Office

Platanenstrasse 24

13156 Berlin

Germany

Sincerely,

Bard College Berlin Financial Aid Office

Deadlines 2016

The deadlines for submitting the Financial Statement in 2015 are as follows:

Regular Admission recommended for all applicants, but particularly for those who will need to file visa applications	January 1, 2016
Award Decision	March 15, 2016
Candidate Reply Students officially accept their award package and confirm their enrolment by signing the acceptance documents and making their down payment	May 1, 2016
Late Admission	May 1, 2016
Award Decision	June 1, 2016
Candidate Reply	June 15, 2016

We advise applicants to submit their Financial Statement and supporting documents as early as possible, as this enables us to respond sooner.

Notification of Award Decision

You will be notified of the award decision by the date indicated in the deadlines table. In order to receive this notification in a timely manner, please do not forget to submit a signed Consent Form allowing Bard College Berlin to use electronic notification. The Consent Form is attached to the Financial Statement. If you are not admitted to Bard College Berlin, your Financial Statement will be removed from our records at the end of the admissions period.

Completing the Application Form

Please refer to the instructions on the next page for guidance while filling out your Financial Statement

Scholarships

Please carefully read the criteria for each scholarship to determine whether you meet the criteria for eligibility. This information is available in the Admissions section of our website (www.berlin.bard.edu/admissions).

Section 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 Bard College Berlin?

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 indicate the present exchange rate of your country's currency to EUR. 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, enter a Zero in Section E.1 ANNUAL INCOME 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, enter n/a in this section. 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.

Section F: Educational Support

In the Section F.1 please provide information on whether or not you are expecting funding from sources other than Bard College Berlin. In the Section F.2 please list how much funding you expect to contribute toward the annual comprehensive fee. 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. Do not send originals if you need them for your own records. No documents will be returned. Documents in languages other than German or English must be accompanied by a certified German or English translation.

Completing the Application

Number format: When a question asks for a number- an amount of money, a telephone number, etc. - enter numbers only. Do not enter symbols or cents (decimals) in a financial field. Round to the nearest Euro amount.

Does not apply: If a financial question does not apply, enter a zero (0). Do not leave it blank.