



Financial Assistance Program 2018-2019

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. Grants vary from 5% to 35%. Financial assistance is given for tuition only and does not cover other fees. It is awarded for one academic year with the possibility of renewal in subsequent years following submission of an application within the deadlines set by the college.

Financial Assistance Terms and Conditions

- Applicants who are awarded Financial Assistance must:
 - submit official documents of the current fiscal year (tax papers, medical certificates, etc.) in support of their application. In case of discrepancies between the information provided in the application and the official documents, any financial assistance awarded will be automatically revoked and the portion already dispensed will be returned to the College.
 - immediately inform the Financial Assistance and Planning Office of any change in their financial and/or family status.
 - maintain a minimum average score of 3.00/4.00 in their cumulative index (CI), register continuously for the Fall, Winter and Spring Terms for at least one course per term and earn passing grade(s) in EAPP courses if studying in the English for Academic Purposes Program.
- Non-credit courses are not covered by the tuition reduction grant except for courses in the English for Academic Purposes Program (EAPP).
- Students on academic probation are not eligible to receive any kind of financial assistance.
- Non-degree students are not eligible to apply for need-based financial assistance.
- Only complete applications with all necessary documentation, submitted within the respective deadlines will be evaluated.
- After submission, all documents are considered College property and will not be returned to the applicant.
- 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).
- 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 a need-based financial assistance grant to a scholarship. 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

- 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.

General Instructions for the completion and submission of the Financial Assistance Application - (continued)

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 save your credentials (User Name and Password), as the account created will be used for all future applications.

New students who need help finding their Deree Student ID may contact the Admissions Office (t: +30 210 600 9800 ext. 1406, admissions@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 used during last year's application process). You cannot create a new account (only one account is created for each Student Code Number).

For all users:

- In case parents are filing separate Tax Declaration Forms, all relevant tax statements and certificates must be submitted (for both parents).
- Family members over the age of 18 will be taken into account 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.

Documents that must accompany Need-Based Financial Assistance Applications for the Academic Year 2018-2019

Tax Statements (must be submitted as downloaded from TAXISnet):

- **E1** - Tax Declaration Form for income obtained between 1-1-2017 and 31-12-2017 (E1 - Δήλωση Φορολογίας Εισοδήματος Φορολογικού Έτους 2017 για τα Εισοδήματα που αποκτήθηκαν από 1-1-2017 έως 31-12-2017). In case the applicant or family is not obliged to submit an E1, this has to be verified by submitting an official certificate from the tax authorities.
- **Π** - Tax Clearance Forms for income obtained in the years 2017, 2016 and 2015 (Π - Πράξη Διοικητικού Προσδιορισμού Φόρου (Εκκαθαριστικό) για τα εισοδήματα που αποκτήθηκαν τα τελευταία 3 χρόνια - Φορολογικά Έτη 2017, 2016 και 2015).
- **E2** - Tax Declaration for income from rents obtained between 1-1-2017 and 31-12-2017 (E2 - Αναλυτική Κατάσταση για τα Μισθώματα Ακίνητης Περιουσίας Φορολογικού Έτους 2017).
- **E3** or **N** - Tax Declaration for income from independent profession/business activity obtained between 1-1-2017 and 31-12-2017 (E3 - Κατάσταση Οικονομικών Στοιχείων από Επιχειρηματική Δραστηριότητα Φορολογικού Έτους 2017 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 download from My TAXISnet: *Εφαρμογές TAXISnet / Εφαρμογή Περιουσιολογίου Ε9 / Είσοδος / Έτος: 2017 / Εκτύπωση εκκαθαριστικού τελευταίας εκκαθάρισης για το έτος 2017 (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 2017. Alternatively, you may submit a screen shot of the descriptive loan table, which is accessible prior to the E1's final submission and once you click on the prefilled loan amounts on the E1 form - Codes 727-728 (table 5). (If not submitted, the loan(s) will not be included in the evaluation process of your application.)
- 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).
- Family Certificate (e.g. for large families).
- Death Certificate(s).
- Pension Certificate(s) in case of retirement in 2017 or 2018, or in case of a temporary pension.
- Any other relevant certificate(s) (if necessary).

The College is an equal opportunity employer, and does not discriminate on the basis of age, gender, colour, race, nationality, ethnicity, faith, disability, sex, marital status, or sexual orientation. The College strives to maximize valuable talent and potential, and eliminate unconscious bias, prejudice and stereotyping in the workplace.