



## Instructions for completing Application for Financial Aid 2021/2022

### General Information:

Admission to AUBG is based upon a student's academic qualifications.

AUBG offers many students scholarship support made possible through the generosity of private and corporate donors. Scholarships may be either full or partial, and are allocated according to conditions specified by the donors. Some donors wish to support academic excellence, while others wish to support students with financial need.

The University provides financial aid based either on academic merit or based on both academic merit and financial need of the student. Financial need is determined through an analysis of the AUBG Application for Financial Aid (AFA) and supporting documents submitted as part of the application packet.

Financial aid covers a portion of the tuition and it does not need to be repaid. Financial aid awards are subject to a maximum of eight semesters of enrollment and are conditional on good academic performance.

The American University in Bulgaria obeys the Law for Protection of Personal Data. The information collected is kept strictly confidential and is used solely by the Financial Aid Committee to determine a grant amount for the prospective AUBG student. Documents submitted in support of the Application for Financial Aid become the permanent possession of AUBG and will not be returned.

The American University in Bulgaria reserves the right to examine for truth and accuracy all information supplied on or with this form. Filing an Application for Financial Aid that includes false or misleading information will result in termination of all awards granted to you and may result in dismissal from AUBG without the right to reapply. The information in the AFA and its supporting documents is provided voluntarily.

The American University in Bulgaria is committed to a policy of non-discrimination and equal opportunity in all of its endeavors and affirms a commitment to diversity in both its employees and its student body.

### Instructions:

The Application for Financial Aid (AFA) is an inseparable part of your admission application packet if you want to apply for need-based financial aid and scholarships. The University reserves some of its financial aid to help students with demonstrated high levels of financial need, and some of the scholarship donors stipulate that their gifts be used to support students with financial need. We identify both these scholarships and the AUBG awards to address financial need as "need-based awards". In order to qualify for any need-based award, this form must be completed in full. No need-based award will be awarded without a

complete AFA and a complete set of supporting documents. If you do not submit AFA, you will not be considered for any need-based award. If you choose not to submit AFA when you apply, you cannot re-apply to establish eligibility for need-based awards for the first two semesters of enrollment.

The University cannot support all students with need and cannot provide awards that offset completely the financial need of every student. Because the awards are based on evaluation of the confidential information provided by all applicants and their families, the University cannot provide any applicant with a detailed explanation for the financial aid decision.

The form is not complete if not accompanied by the supporting documents listed in the checklist. If you are not required to include any document or the item is not applicable, check the box under N/A (not applicable). By signing the application you are requesting to be considered on the basis of the documents enclosed. You may not include additional documents later.

If you are unable to complete any section of the application or send any of the required documents, please include on line 58 an explanation. Sending this form with missing or incomplete information will invalidate the application. Please contact the AUBG Financial Aid Office with any questions at [financialaidoffice@aubg.edu](mailto:financialaidoffice@aubg.edu).

**Line by line instructions:**

**Line 1** Fill in the name of the applicant to AUBG, starting with the family name in CAPITAL letters, followed by the first name, then the middle name (if any).

**Line 2** Check the box next to Male if the applicant is male, or check the box next to Female if the applicant is female.

**Line 3** Fill in the applicant's date of birth, listing first MONTH, then DAY, then YEAR.

**Line 4** Indicate by checking the box whether the applicant intends to begin study at AUBG in fall 2021 or spring 2022.

**Line 5** Write the country of citizenship of the applicant.

**Line 6** Write the name of the country in which the applicant currently resides.

**Line 7** Write the name of the city, town, or village in which the applicant resides.

**Line 8** Check the box that correctly describes the current status of the applicant's biological parents. (Please check only one box.)

**Line 9** Please write the number of people in your immediate family. Include parents and siblings, and step-parents if applicable. Do not include deceased members of your family.

**Line 10** On lines 10a through 10c, provide details of any family members who are currently full-time students at a school or university. In "Annual Cost to Attend" write the total cost of tuition plus mandatory fees per year at that school or university. In "Family Contribution" write the portion of this amount that is paid collectively by members of the student's family. In "Inst. grant/loan/work" write the amount of financial support provided by the school or university to the student. This amount should be the difference between

“Annual Cost to Attend” and “Family Contribution”. Write N/A on line 10a if there are no family members attending a school or university full-time.

**Line 11** Check the box that correctly describes the family’s current primary residence. Check “Own” if the family owns the residence. Check “Rent” if the family rents the current primary residence. Check “Live with others” if the family lives in a residence owned by someone outside the family without paying rent. In case, the family rents the current primary residence, provide a copy of the rental agreement.

**Line 12** List the name of the person with the highest income in the applicant’s family (Last name, First name, Middle Name). On line 12a “Relationship to applicant”, write the family relationship between the applicant and the person (father, mother, sister, etc.). On line 12b “Age” list the current age of the person. On line 12c “Occupation”, write the occupation of this person. On lines 12d through 12f, provide the full address of the employer of this person. On line 12g “Income”, add the figures in each column for total gross income (total income before taxes), total income tax paid, and total net income. In each case, list the annual amounts for the most recent 12-month period in national currency.

**Line 13** List the name of the person with the second-highest income in the applicant’s family (Last name, First name, Middle Name). On line 13a “Relationship to applicant”, write the family relationship between the applicant and the person (father, mother, sister, etc.). On line 13b “Age” list the current age of the person. On line 13c “Occupation”, write the occupation of this person. On lines 13d through 13f, provide the full address of the employer of this person. On line 13g “Income”, add the figures in each column for total gross income (total income before taxes), total income tax paid, and total net income. In each case, list the annual amounts for the most recent 12-month period in national currency.

**Line 14** List the name of the person with the third-highest income in the applicant’s family (Last name, First name, Middle Name). On line 14a “Relationship to applicant”, write the family relationship between the applicant and the person (father, mother, sister, etc.). On line 14b “Age” list the current age of the person. On line 14c “Occupation”, write the occupation of this person. On lines 14d through 14f, provide the full address of the employer of this person. On line 14g “Income”, add the figures in each column for total gross income (total income before taxes), total income tax paid, and total net income. In each case, list the annual amounts for the most recent 12-month-period in national currency.

**Line 15** List the name of the person with the forth-highest income in the applicant’s family (Last name, First name, Middle Name). On line 15a “Relationship to applicant”, write the family relationship between the applicant and the person (father, mother, sister, etc.). On line 15b “Age” list the current age of the person. On line 15c “Occupation”, write the occupation of this person. On lines 15d through 15f, provide the full address of the employer of this person. On line 15g “Income”, add the figures in each column for total gross income (total income before taxes), total income tax paid, and total net income. In each case, list the annual amounts for the most recent 12-month period in national currency.

**Line 16** In “Gross” box, add the numbers from Gross boxes of lines 12g, 13g, 14g and 15g. In “Tax Paid” box, add the numbers from Tax paid boxes of lines 12g, 13g, 14g and 15g. In “Net” box, add the numbers from Net boxes of lines 12g, 13g, 14g and 15g.

**Line 17** Please provide any additional information concerning employment.

**Line 18** List who the owner of the company is - Income Earner A, Income Earner B, Income Earner C, Income Earner D. If more than one company, list the same Income Earner as many times as needed.

**Lines 19 – 22** Provide information about the company name; percentage of ownership by the respective income earner; city and country where the company is registered.

**Lines 23 – 28** On these lines, list the total sales revenue, total expenses, profit (loss) for the family, number of employees (write the number of people employed by these businesses), total assets (reported on the company's balance sheet) and equity (reported on the company's balance sheet) of the businesses operated by Income Earner A, Income Earner B, Income Earner C, Income Earner D. In each case, report the annual figures from the latest Annual Tax Declaration (Income Tax Return Form).

**Line 29** Provide any additional information for the businesses on lines 18-28.

**Lines 30 – 39** On these lines, list the annual pension, total unemployment compensation, alimony received, social security benefits, rent received by the respective income earner, dividend distributed (reported on the Personal Income Tax Declaration), capital gains (reported on the Personal Income Tax Declaration), and interest (reported on the Personal Income Tax Declaration). On line 39, add the figures from each column of total pensions, unemployment compensations, alimony received, social security benefits, rent, dividend, capital gains, interest, and other income, if any.

**Line 40** On this line, add the numbers from the third column of line 16 (Net income), and line 39 (Total) to obtain total family income and write the result on line 40.

**Lines 41 – 45** On these lines, list the amount balances in bank accounts held by the income earners. On line 45, add the figures from lines 41 to 44 to obtain total family savings.

**Line 46 – 49** If any member of the applicant's family owns a house, apartment, or land – provide the following details: on lines 46 to 49 "Owner", fill in the letter A, B, C, D of the respective income earner A, B, C, D and provide the requested description of the property. Attach additional pages if needed.

**Line 50** Provide information about all automobiles owned by the members of the applicant's family, including the automobiles owned by the private business of the family members. Provide (i) the name of the manufacturer (or brand); (ii) the name of the model; (iii) the year of manufacture; and (iv) the license number.

**Line 51** Provide the estimate of the financial contribution the applicant's family expects to make in the next academic year. Express this amount in US dollars.

**Line 52** Provide the estimate of any scholarship support (if any) provided to the applicant from any sources other than AUBG. Express this amount in US dollars.

**Line 53** Provide the estimate of the financial contribution from relatives and friends outside the applicant's immediate family for the next academic year. Express this amount in US dollars.

**Line 54** Provide the estimate of the financial contribution from private sponsors for the next academic year. Express this amount in US dollars.

**Line 55** Provide the estimate of the financial contribution for the next academic year to be funded by the applicant's vacation earnings. Express this amount in US dollars.

**Line 56** Provide the estimate of the financial contribution from any other sources other than those listed on lines 51 to 55 for the next academic year. Express this amount in US dollars.

**Line 57** Add the amounts listed on lines 51 to 56 and write the total.

**Line 58** Use this space below to add any comments or explanations regarding the contributions noted above. Also mention any special circumstances you think we should consider in determining the amount of assistance you might need. Include Information and documentation on outstanding loans, mortgages, and rent paid. Attach additional sheets if necessary.

**Section XII. Checklist of required documents** Fill out the checklist of required documents to support the application. Documents supporting the AFA need to be originals or certified copies. All certificates and other documents should be for the most recent 12-month period and translated into English (by a sworn translator) unless they are in Bulgarian. Check the box N/A for any requirement which does not apply (for instance, if no unemployment compensation was received by the Income Earner A – check N/A under the column for Income Earner A on line 31).

The required documents are:

- a. Gross and net income with monthly distribution up to date of application. Such a document is required for every working member of the family, including the applicant.
- b. Copies of the Annual Tax Declarations (Income Tax Return Forms) for the latest available year's taxable income (including any private business activity, possession of shares in private/public companies, rent received from real estate lending, and any other additional income) for every working member of the family, including the applicant.
- c. Declaration proving absence of trade activities. A template is available on the AUBG website.
- d. Certificates for family savings issued by the bank.
- e. Certificates from the Bureau of Labor for the unemployed members of the family indicating the amount of unemployment compensation received. If a family member is unemployed but not registered at the Bureau of Labor, provide an Income Statement document issued by the local National Revenue Agency or the Taxation Agency (they exist as service in each country) for the most recent 12-month period.
- f. Certificates for pensions including the amount received.
- g. Certified copies of courts decisions in case of divorced parents. In addition, the parent needs to present a certificate about his/her current marital status issued by the respective authorities. Complete financial information (all applicable documents from Section XII) must be provided for both parents even if divorced.
- h. Alimony certificates, if applicable

- i. Certified copies of death certificate(s) in case of deceased parent(s). Attached to it, the parent needs to present a marital status and next of kin certificate issued by the respective authorities.
- j. Certificates for medical disability or medical problems, if applicable.
- k. Registration documents for all vehicles owned by members of the family or private business owned by family members.
- l. Certificates of ownership for all property (homes, apartment or land) owned by family members.

**Section XIII. Applicants Declaration** The applicant and the parent must sign the declaration. By signing, both indicate that:

- (i) The Instructions were read and understood.
- (ii) The information provided in this application is complete and correct.
- (iii) Applications for Financial Aid that are incomplete or missing required documents are invalid.
- (iv) Once this application is filed, there is no opportunity to submit additional documents or new Application for Financial Aid for the current year.