



Instructions for completing Application for Financial Assistance 2018/2019

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 Application for AUBG Financial Assistance 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 Assistance 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 Assistance 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 Assistance (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 an AFA, you will not be considered for any need-based award. If you choose not to submit the 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 asking for your request 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 53 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.

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 2018 or spring 2019.

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 10f, list the members of your immediate family. List the person with the highest income on line 10a, the person with the second-highest income on line

10b, and the person with the third-highest income on line 10c. In the column “Relationship to applicant”, write the family relationship between the applicant and the person (father, mother, sister, etc.). In the column “Age” list the current age of the person. If there are more members, list them on an additional sheet.

Line 11 On lines 11a through 11c, 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 11a if there are no family members attending a school or university full-time.

Line 12 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.

Line 13 For the person listed in line 10a (with the highest income in the applicant’s family), list name of the person (Last name, First name, Middle Name). On line 13a write the occupation of this person. On lines 13b through 13g, provide the full address of the employer of this person. On line 13h, provide the employer’s telephone number.

Line 14 For the person listed in line 10b (with the second-highest income in the applicant’s family), list name of the person (Last name, First name, Middle Name). On line 14a write the occupation of this person. On lines 14b through 14g, provide the full address of the employer of this person. On line 14h, provide the employer’s telephone number.

Line 15 For the person listed in line 10c (with the third-highest income in the applicant’s family), list name of the person (Last name, First name, Middle Name). On line 15a write the occupation of this person. On lines 15b through 15g, provide the full address of the employer of this person. On line 15h, provide the employer’s telephone number.

Line 16 Please provide any additional information concerning employment.

Lines 17 – 22 On these lines, list the gross income (total income before taxes) of the applicant’s father (line 17), mother (line 18), the applicant him/herself (line 19), the spouse of the applicant (line 20), any other income earner listed in line 10a, 10b, or 10c (line 21). On line 22, add the figures in each column for total gross income, total income tax paid, and total net income for the family. In each case, list the annual amounts for the most recent completed year in national currency.

Lines 23 – 28 On these lines, list the total sales revenue, total expenses, profit(loss) of the businesses operated by the applicant’s father (line 23), mother (line 24), the applicant him/herself (line 25), the spouse of the applicant (line 26), any other income earner listed in line 10a, 10b, or 10c (line 27). In each case, report the annual figures for the most recent completed tax year. On line 28, add the figures in each column for total sales revenue, total expenses, and

total profit (loss) for the family. In column (iv) write the number of people employed by these businesses.

Line 29 Provide any additional information for the businesses on lines 23-28.

Lines 30 – 35 On these lines, list the annual pension, total unemployment compensation, alimony received, social security benefits, and rent received by the applicant's father (line 30), mother (line 31), the applicant him/herself (line 32), the spouse of the applicant (line 33), any other income earner listed in line 10a, 10b, or 10c (line 34). On line 35, add the figures in each column for total pensions, unemployment compensations, alimony received and social security benefits.

Line 36 On this line, add the numbers from the third column of line 22 (net income), the third column of line 28 (profit), and all columns of line 35 to obtain total family income and write the result on line 36.

Lines 37 – 42 On these lines, list the balances of amounts in bank accounts held by the applicant's father (line 37), mother (line 38), the applicant him/herself (line 39), the spouse of the applicant (line 40), any other income earner listed in line 10a, 10b, or 10c (line 41). On line 42, add the figures in lines 37 to 41 to obtain total family savings.

Line 43 If any member of the applicant's family owns a house, apartment, or land – provide the following details: (i) the name of the owner; (ii) a description of the house, apartment, or land; (iii) the address of the house, apartment, or land. List each item of property separately on lines 43a, 43b, and 43c. Attach additional pages if needed.

Line 44 Provide information on all automobiles owned by members of the applicant's family. 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 45 Provide information about the international travel of the applicant. For each trip, list (i) the country visited; (ii) the purpose of the trip (business, tourism, etc.); (iii) the date of the trip (month/year).

Line 46 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 47 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 48 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 49 Provide the estimate of the financial contribution from private sponsors for the next academic year. Express this amount in US dollars.

Line 50 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 51 Provide the estimate of the financial contribution from any other sources other than those listed in lines 46 to 50 for the next academic year. Express this amount in US dollars.

Line 52 Add the amounts listed in lines 46 to 51 and write the total.

Line 53 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.

Line 54 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 does not apply (for instance, if no unemployment compensation was received by the father – check N/A under the column for father on line 54e).

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 for last 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. Certificate proving absence of trade activities issued by the respective Tax Authorities. Attached to it, each parent needs to present a notary verified declaration in which she/he explicitly states that she/he does not practice trade activities in one form or another and that she/he does not have an income and immovable property with the exception of the declared ones. The declaration should explicitly bear the information that parents are aware of the penal prosecution they would be subject to under the Penal Law in case of breaching the declaration requirements.
- 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.
- f. Certificates for pensions including the amount received.
- g. 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 must be provided for both parents even if divorced.
- h. Alimony certificates, if applicable

- i. 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.

Line 55 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 assistance 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 assistance for the current year.