

**REGULATION ON THE GRANTING OF FINANCIAL
SUPPORT TO CANDIDATES, STUDENTS AND
APPRENTICES**

EHL Foundation for Scholarships and Honorary Loans

2 October 2023

The EHL Foundation for Scholarships and Honorary Loans,

With regard to its Statutes of 22 November 2018, amended on 20 December 2019.

Decrees:

Chapter I General provisions

Art. 1 Purpose

1. The present regulation clarifies the granting of financial support to candidates, students and apprentices who do not have the necessary financial means to undertake a study program at a Swiss public school, or school which is tax-exempt due to its non-profit status, in the field of hospitality in Switzerland.
2. Within the framework of its objectives, the Foundation may also allocate amounts to students matriculated in Switzerland for their education abroad.

Art. 2 Objectives of financial support

The purpose of granting financial support is to:

- a. Promote equal opportunities for motivated and talented apprentices and students.
- b. Facilitate access to study programs offered within the hospitality field.

Art. 3 Categories of financial support

Financial support is provided in the form of scholarships, and honorary loans (collectively referred to as "financial support").

Art. 4 Definitions

1. **"Scholarships"** (hereinafter: "scholarships"): financial aid granted to cover the cost (in whole or in part) of the studies undertaken, in particular living costs or tuition fees. They do not need to be refunded upon completion of studies, except in the cases provided for in this Regulation.
2. **"Honorary loans"**: interest-free loans (0%), granted to enable the payment (in whole or in part) of costs related to the training undertaken, in particular living costs or tuition fees. They are paid in installments and reimbursed upon completion of studies (graduation). A repayment plan signed by the beneficiary (or his legal representative if he is a minor) is put in place before the end of studies.

Chapter II Conditions for granting financial support

Art. 5 Beneficiaries and subsidiarity

Only the following are eligible for financial support:

- a. Candidates, students and apprentices wishing to undertake or continue their studies at a Swiss public school, or a school which is tax-exempt due to its non-profit status, in the field of hospitality in Switzerland, and
- b. Who prove that their own financial capacity, the capacity of their parents or legal guardians, and other aid, when cumulated together, does not enable them to cover the costs related to the undertaken program, in particular living costs or tuition fees.

Art. 6 Eligibility conditions

1. An applicant for financial support meeting the requirements of Art. 5 ("hereinafter: the applicant") may be awarded a scholarship if all of the following criteria are fulfilled:
 - a. The amount of financial support he requires is justified by his current situation;
 - b. He has carried out paid employment during his free time (during the year or during holidays), and has chosen paid internships as part of his training;
 - c. The academic or disciplinary components of his record suggest that he will successfully complete his studies;
 - d. The Financial Aid Commission decides favorably.
2. The Financial Aid Commission is independent in its decision-making process and operates within the financial means available to it. There is no automatic right to financial support.
3. The conditions relating to the granting of financial support as well as the obligations of the beneficiary are specified in a separate contract, concluded between the applicant (legal representative if he is a minor) and the EHL Foundation for Scholarships and Honorary Loans. Refusal to sign the contract automatically invalidates the granting of financial support.

Art. 7 Calculation of financial support

The amount of financial support shall be calculated on the basis of the necessary living costs and tuition fees, and the applicant's budget as specified in the relevant document(s).

Art.8 Duration of financial support

1. Scholarships and honorary loans are granted for one year.
2. They may be renewed, by decision of the Financial Aid Commission, if all of the following conditions are fulfilled:
 - a. A renewal is requested by the beneficiary;
 - b. He or she still fulfils the conditions which initially justified the granting of financial support.
 - c. He or she has achieved excellent academic or school results and has demonstrated impeccable behavior.

Art.9 Review of granted financial support

1. The right to receive financial support, or the amount awarded, will be reviewed by the Financial Aid Commission when the beneficiary reports a change in his personal situation.
2. The decision will be adapted accordingly.

Chapter III Procedure for granting aid

Art. 10 Time and type of application

1. An enrolled student may apply at any time.
2. An applicant may submit an application prior to his registration or enrolment in a school as described in Art. 1, para.1. However, the amount allocated is released only after final registration or enrolment, and provided that the conditions for granting it as laid down in these regulations are still met.
3. Applications for financial support must be submitted by 31 May for the autumn semester, and by 31 October for the spring semester, for schools that have two admission periods per year; exceptions to the deadline are possible for apprentices.
4. The request for financial support is to be made in writing and sent with all necessary supporting documents to the EHL Foundation for Scholarships and Honorary Loans; incomplete applications will not be taken into consideration.

Art. 11 Evaluation of the right to financial support

1. In accordance with Articles 5 to 7, the applicant must provide the relevant information for the evaluation and calculation of the financial support requested, as well as the necessary supporting documents.
2. The requested information includes:
 - a. A description of the program followed.
 - b. The detailed financing plan covering the study period from the date of application.
 - c. Data related to the applicant's financial, family, school or academic situation. This framework includes information on any disciplinary penalties imposed on the applicant during his studies, as well as data on the efforts he has made to contribute to the financing of his studies.
 - d. Information on the financial situation of the applicant's parents or legal representatives.
 - e. Any other information useful in determining entitlement to financial support, or the amount of such support.
 - f. A letter of recommendation from a teacher or a third party.
3. In order to obtain additional information or to verify the information provided, the applicant allows the EHL Foundation for Scholarships and Honorary Loans to contact, if necessary, third parties who can provide the Foundation with the information stipulated in paragraph 2.
4. Refusal by the applicant to comply with the rules of paragraphs 2 and 3 shall automatically result in the cancellation of the application for financial support.
5. Any inaccurate or false information, or concealment of essential facts, leads to the application of

Art. 15, para. 3 of these regulations.

Art. 12 Obligation to monitor and report

The beneficiary of financial support must regularly inform the EHL Foundation for Scholarships and Honorary Loans of his financial and academic situation, according to mutually agreed terms.

Art. 13 Protection of personal data and confidentiality

1. Personal information obtained from the applicant (or third parties) is used only for the purpose of assessing or reviewing his eligibility for financial support; any other use is prohibited.
2. Only members of the Financial Aid Commission and any other authorized persons or third parties involved in the processing of the application may have access to the information provided by the applicant. The provision of this information to any other third party is prohibited, unless a legal obligation requires it, or unless the information is required in the context of legal proceedings.
3. The members of the Financial Aid Commission and any other authorized persons or third parties involved in the processing of the application shall be bound by a duty of confidentiality with regard to any information to which they have access in the course of their duties.
4. Beneficiaries' personal data is kept until the termination of their contractual relationship with the EHL Foundation for Scholarships and Honorary Loans or until the expiry of the legal archiving period, whichever is longer, and then destroyed. The personal data of unsuccessful applicants is destroyed after a period of ten years following the rejection of the application.

Art. 14 Decisions and new applications

1. The decisions of the Financial Aid Commission are final and not subject to appeal;
2. When an application is rejected, a new application may only be submitted for the next academic or school term at the earliest.

Chapter IV Revocation and reimbursement of support

Art. 15 Revocation and reimbursement of financial support

1. Beneficiaries who terminate their studies prematurely, without just cause, are required to repay the amounts received.
2. Beneficiaries who have received excess benefits as a result of a change in circumstances are required to repay the excess amounts concerned.
3. Beneficiaries who have received financial support to which they were not entitled as a result of false information, or omission or concealment of material facts, are required to reimburse it; reimbursement of financial support received unduly shall incur an interest rate of 5%.
4. The Financial Aid Commission may revoke or request partial or full repayment of the financial support, including interest, in the following cases:
 - a. The beneficiary's academic or school results are insufficient.
 - b. The beneficiary was subject to disciplinary sanctions or violated the regulations applicable to him/her,
 - c. The beneficiary violated the contract with the EHL Foundation for Scholarships and Honorary Loans.

Chapter V Financial Aid Commission

Art. 16 Role and composition

1. The EHL Foundation for Scholarships and Honorary Loans' Financial Aid Commission is competent to approve or reject requests for financial support.
2. The Financial Aid Commission is composed of:
 - a. A representative of the Finance Department of the EHL Group, who acts as chairperson.
 - b. A representative of the Faculty of EHL Haute Ecole SA.
 - c. A representative of the students of EHL Haute Ecole SA, namely the Vice-President of the Student Council;
 - d. A representative of the "Student Affairs" department of EHL Haute Ecole SA.
 - e. An additional member appointed by the SSTH Schweizerische Schule für Touristik und Hotellerie AG (EHL SSTH), when the Commission awards aid to persons undertaking an apprenticeship as part of their studies for an Advanced Federal Diploma of Higher Education.
3. The members of the Financial Aid Commission are appointed by the Board of Governors for a 2-year term, renewable twice; the term of office of the student representative is limited to one year.
4. When the Financial Aid Commission sits to decide on the granting of financial aid from the EHL Fund, a representative of the HES-SO (appointed by the latter) joins the Commission to sit as an additional member.
5. The President and the Director of the EHL Foundation for Scholarships and Honorary Loans serve as permanent non-voting guests.

Art. 16 Meeting and decision-making procedures

1. The Financial Aid Commission organizes itself. It meets as needed, when summoned by the President, but at least twice a year, before the start of each semester.
2. Subject to paragraph 5 below, the Commission may only deliberate if all members are present. At the request of the President, and if all members agree, meetings and decisions may be taken by teleconference, videoconference or any other means of communication.
3. After the first review, as mentioned in para. 5 below, decisions are taken based on a majority vote of the members present; official minutes are taken.
4. Each member of the Commission has one vote; in the event of a tie, the President's vote counts as double.
5. The list of successful applicants is presented to the student representative of EHL Haute Ecole SA following an initial review by the other members of the Commission.
6. The Director takes note of the list of students selected and the amounts awarded and ensures follow-up.

Art. 17 Conflict of interest

In the event of a conflict of interest in a matter subject to a decision-making process, the members of the Financial Aid Commission concerned are required to inform the President and to recuse themselves from the deliberations and decision-making process.

Chapter VI Final Provisions

Art. 18 Reference language

1. These regulations are enacted in English, French and German.
2. In the event of any discrepancies, only the French version shall be valid.

Art. 19 Entry into force

This Regulation shall enter into force on 01 January 2020 and shall replace all previous versions.

Lausanne, the

EHL Foundation for Scholarships and Honorary Loans



Jonathan STENT-TORRIANI
President



Antonio MORALES
Treasurer

N.B. To facilitate the reading of the present by-law, the masculine gender is used to designate both sexes.