



HSBA HAMBURG SCHOOL OF BUSINESS ADMINISTRATION

Funding-specific provisions for the study programme
MSc Finance

HSBA funding programme

dated 8 December 2017

The HSBA funding programme was set up on the basis of the *Guidelines for funding programmes at HSBA*, which set out the basic rules for all funding programmes at HSBA. These *Funding-specific provisions for the study programme MSc Finance* regulate the selection process and award procedure.

1 Scope of application, purpose and maximum amount of funding

The MSc Finance started at HSBA in 2018. This HSBA funding programme aims to enable particularly gifted applicants and students who require financial assistance to attend this study programme.

Under the HSBA funding programme, the maximum funding available is 50% off the course tuition fees. This does not affect other funding programmes and scholarships.

2 Funding options

2.1 Early Bird funding and loyalty packages

The Early Bird funding grants a reduction of 10% on the course fees for all applicants who have submitted their complete applications to HSBA by 31 May of an academic year.

There are two different loyalty discounts:

- Students of the MSc Finance study programme who are employed at a partner company of HSBA and the Hamburg Chamber of Commerce for the duration of their studies at HSBA as well as JOB&MASTER students automatically receive a discount of 10% on their course fees.
- HSBA bachelor's degree graduates automatically receive a discount of 10% on the course fees.

2.2 Master's funding

There is an option to apply in writing for master's funding.

(A) Master's funding is granted on application from applicants or students accepted onto the study programme with a valid study agreement who require financial assistance and/or qualify for funding based on their social and/or financial situation.



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- (B) The master's funding grants a reduction of 25% on the tuition fees.
- (C) Need for financial assistance exists if payment of the course fees from the student's/ applicant's own funds is difficult due to particular social hardship or low income. Social hardship may be if the applicant covers childcare or children's education or the cost of nursing or care for relatives from their own income.
- (D) An applicant may qualify for funding either by providing evidence of grades obtained to date, or by involvement in social, community or university affairs.
- (E) Applications for master's funding can be made by applicants or students with a valid study agreement at any time during the year. However, it is not possible to grant funding retrospectively.

2.3 Premium funding

In addition to the master's funding, there is the option to apply in writing for premium funding.

- (A) Premium funding is granted on application from applicants or students accepted onto the study programme with a valid study agreement who particularly require financial assistance and/or particularly qualify for funding based on their special social and/or financial situation.
- (B) The premium funding grants a reduction of 50% on the tuition fees.
- (C) Need for financial assistance exists if payment of the course fees from the student's/applicant's own funds is particularly difficult due to particular social hardship or an especially low income. Social hardship may be if the applicant covers the cost of childcare or children's education or the cost of nursing or care for relatives from their own income.
- (D) An applicant may qualify for funding either by providing evidence of excellent grades obtained to date, or by outstanding involvement in social, community or university affairs.
- (E) Applications for premium funding can be made by applicants or students with a valid study agreement at any time during the year. However, it is not possible to grant funding retrospectively.

3 Principle of exclusion

The funding options are 10%, 25% or 50%. The different funding options from HSBA's funding programme cannot be combined.



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4 Award committee

The award committee comprises one member of university management as the chairperson, and one full-time professor at HSBA who is involved in the master's degree programme.

5 Application procedure for master's and premium funding

- (A) The application must be submitted in writing. It can already be submitted when applying for a study place.
- (B) All below listed supporting documents must be submitted together with a covering letter. In case the student applies for funding prior to having received their formal acceptance for their study programme, relevant documents for the admission to the study programme must also be submitted:
 - a. Application covering letter naming reasons why the applicant qualifies for financial assistance
 - b. Declaration whether the applicant receives any other funding (student grants etc.), and, if so, the amount granted; and whether they have applied for other funding
 - c. If necessary, documents that are relevant for acceptance onto the study programme (see registration regulations).
- (C) Supporting documentation must be submitted detailing current income and expenditure. With this, the award committee examines the need for financial assistance:
 - d. Substantiation of income and assets in an appropriate form (e.g. employment contract, tax assessment notices, account statements)
 - e. Proof of special burdens (e.g. proof of parental status with costs based thereon, e.g. childcare costs, children's education; proof of nursing costs and care for relatives)
 - f. Proof of special extraordinary costs or burdens (e.g. for moving residence to Hamburg).
- (D) When applying for funding on grounds of eligibility for funding, a written application must be submitted that describes in detail and provides reasons why the applicant qualifies for funding.
- (E) The award committee informs the applicant in writing of its decision within 14 days of receiving the written application on which a decision can be based. This period begins no sooner than on the date of final acceptance onto the study programme.

6 Notification duty in the event of changes and premature termination of funding

The student must provide immediate notification of changes in relation to their need for financial assistance, in particular changes in terms of their income or expenses.



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The award committee will make a timely decision on whether to continue the funding in such cases. If premium funding does no longer apply, the student may apply for master's funding. If the student was entitled to early bird funding or a loyalty package, they will automatically receive such funding subsequently.

7 Funding effectiveness

- (A) The course fees are waived under the condition that the applicant enters into a study agreement with HSBA. The funding amount will not be paid out to the students, but instead deducted from the course fees.
- (B) The funding allocation ends when the student leaves HSBA.

8 Entry into force

This guideline enters into force once approved by university management.
