1. OBJECTIVE

Fundació Esade has created these “Special COVID-19 Grants” to provide financial assistance to programme candidates and currently enrolled students for whom the COVID-19 pandemic and resulting economic situation have made it impossible to begin or continue their studies at our university.

These grants are limited to the corresponding tuition amounts for the first semester of the 2020-2021 academic year, that is, 50% of the entire academic year.

2. APPLICABLE PROGRAMMES

- Bachelor in Business Administration (BBA)
- Bachelor in Law (GED)
- Double Degree in Business Administration and Law (GBD)
- Double Degree in Law and Global Governance, Economics & Legal Order (GED&BGG)
- Bachelor in Global Governance, Economics & Legal Order
- MSc Programmes in Management (for scholarship recipients in the corresponding undergraduate programmes)
- Master in Legal Practice + Specialisation Master (MUA)

3. GENERAL REQUIREMENTS

Programme candidates and currently enrolled students who want to apply for these Fundació Esade grants have to:

- Certify the pandemic’s negative effects on their financial-economic situations and the impossibility of obtaining other types of financing.
- Accredit their academic achievements.
- Present the duly completed application for these grants, providing all the documents required to be able to process the application.
- Carry out a personal interview with the Grant Committee if so required.

When allocating grants, the Grant Committee will give priority to students’/candidates’ level of financial need and academic achievements.
4. NATURE OF THESE GRANTS AND AMOUNTS

The Grant Committee created to allocate these Special COVID-19 Grants will decide whether or not to award these grants to applicants and to determine the corresponding amount of each. These grants can cover from 50% to a maximum of 85% of tuition fees for the first semester (50% of the entire academic year). The Grant Committee will also be responsible for deciding whether or not to cancel or maintain the first semester grant as well as to provide or not an additional grant for the second semester as described below.

In December 2020, the Grant Committee will reconvene to re-examine grant recipients’ financial-economic situations. Depending on its conclusions, it can make the following determinations:

- If the grant recipients’ economic situations have reverted to their previous states, the Grant Committee will understand that the negative impact of the COVID-19 pandemic was temporary. Consequently, these grant recipients will be required to pay 100% of tuition fees, consisting of two payments maximum (on February 15th, 2021, and May 15th, 2021) in equal amounts.

- If the grant recipients’ economic situations have not improved, the Grant Committee will understand that there is a structural problem. Consequently, the grant process can proceed in one of two ways:

  o If the grant recipients meet the Talent Attraction Committee’s requirements for a scholarship, said committee will award students a scholarship representing a percentage equal to the special grant amount. These students will thereafter be considered scholarship recipients for all intents and purposes.

  o If, for any reason whatsoever, the Talent Attraction Committee decides not to award grant recipients a scholarship, the grant received to cover the first semester’s tuition fees will not be renewed. As of that moment, these grant recipients will be fully responsible for paying the corresponding tuition fees for the second semester in two payments maximum (on February 15th, 2021, and May 15th, 2021) in equal amounts.
5. REQUIRED DOCUMENTS

1. The duly completed Special COVID-19 Grant application form (Annex 1).

2. The duly completed attached documents detailing the family household’s assets (Annex 2) and a copy of the Wealth Tax Return if warranted.

3. Copy of the 2019 Income Tax Return of all family household members.

4. In addition to income tax returns, salaried employees are also required to provide an Income Certificate issued by the company for which they work during the year currently underway.

5. In case of separation or divorce, a signed copy of the separation/divorce agreement.

6. In the case of students attending Esade for the first time, a copy of the payment receipt for their high school/baccalaureate programme. In addition, if students received scholarships for those studies, they also have to provide a certification from the school in question, indicating that the latter provided said students a scholarship.

In addition, grant candidates have to provide the following data to justify the pandemic’s impact on their economic situations:

7. The reduction or loss of income due to work-related circumstances.

8. The reduction or loss of business due to closing, interruptions or other negative impacts.

9. Discontinuity of financial support from other sources.

10. The reduction of any investment values.

11. For currently enrolled students, rejection of any student loan applications by one of Esade’s collaborating financial entities (BancSabadell and CaixaBanc).

To ensure that these grants are allocated as fairly and equitably as possible, the Grant Committee for the Special COVID-19 Grants may also use any other documentation Esade has pertaining to the candidates. In addition, it may gather any other information it deems necessary to correctly determine the grant candidates’ current financial-economic situations, to decide whether or not to award these grants and to examine grant candidates’ financial-economic situations the entire time said grants remain valid.
6. APPLICATION DEADLINES AND DECISION DATES

<table>
<thead>
<tr>
<th></th>
<th>Application deadline (*)</th>
<th>Decision</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1st call for applications</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>First year for all undergraduate degree programmes, MUA and internal MSc programmes</td>
<td>June 11th, 2020</td>
<td>June 25th, 2020</td>
</tr>
<tr>
<td>Single ordinary call for the Law School</td>
<td></td>
<td></td>
</tr>
<tr>
<td>✓ Other programme years (GED, GBD and GED&amp;BGG)</td>
<td>June 15th, 2020</td>
<td>July 12th, 2020</td>
</tr>
<tr>
<td>Single ordinary call for the BBA programme</td>
<td></td>
<td></td>
</tr>
<tr>
<td>✓ Other programme years (BBA)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>2nd call for applications</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>First year for all undergraduate degree programmes, MUA and internal MSc programmes</td>
<td>July 3rd, 2020</td>
<td>July 22nd, 2020</td>
</tr>
<tr>
<td><strong>Extraordinary call for applications</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>✓ Other programme years (BBA)</td>
<td>June 15th, 2020</td>
<td>July 29th, 2020</td>
</tr>
<tr>
<td>✓ Other programme years (GED, GBD and GED&amp;BGG)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Applications will not be accepted after the stipulated dates.

7. DATA PROTECTION AND PRIVACY RIGHTS

In keeping with Articles 7 and 11 in Organic Law 3/2018, dated 5 December, on Personal Data Protection, grant applicants are hereby informed of the following when presenting their applications:

a) **Fundació Esade is the party responsible** for collecting and processing all the personal data requested in the application and required documents, as well as data gathered to track students’ progress, data provided by students in the survey upon completing their programmes and their marks throughout the programme.

b) The **aim** of gathering and processing this data is to:

   • Analyse the grant applicants’ suitability and to carry out the review process for their possible selection.
   • Ensure that the grant applicants meet the established requirements the entire time the grants remain valid.

c) **Fundació Esade shall not cede** grant applicants’ data to third parties.

d) **Fundació Esade may publish** grant applicants’ names and images on its website and other communications channels. Grant applicants’ hereby cede their data for this purpose.

e) Interested parties may **exercise their rights** at any time to access, rectify and eliminate their data, as well as to request that their processing be limited or oppose said processing. To exercise these rights, the interested parties may write to the data protection delegate (Fundació Esade, Avenida de Pedralbes, 60-62, Barcelona 08034, Spain), indicating “Ref.: Personal data protection” and including a copy of their Spanish national ID cards or passports. They may also contact the data protection delegate via e-mail (dpo@esade.edu).

Due to the situation provoked by the COVID-19 pandemic and the imposed mobility restrictions, programme students and candidates can upload the required documents for the **Special COVID-19 Grants** to a secure dedicated space online.

These are the links to upload documents:

**Law School:**
https://urledu.my.sharepoint.com/:f:/g/personal/anna_lobo_esade_edu/EhABz4gksBHibpHWA4CRWUBg9b2Ff1A7P4mtgfuoK-_yQ

**Business School:**
https://urledu.my.sharepoint.com/:f:/g/personal/nuria_font2_esade_edu/EioJo4IyKWFDlw6cT4FYRfkBzrof7jAR7hN-Vr156w4ttq

Instructions are available here:
http://itemsweb.esade.edu/fu/Grados/OneDrive_instrucciones_de_uso.pdf

Grant applicants should name the different files have as follows:
**Programme_Surname(s), Name_type of document**

*For example:*
BBA_Doe, Jane_mother’s income tax return

All documents have to be uploaded within the established deadlines.

Decisions will be made within the timeline established. Decisions will be sent to the e-mail addresses applicants provide in their application forms.

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8. **TAXES**

*Any scholarships eventually granted to Special COVID-19 Grant recipients* comply with the stipulations established in Article 7 in Law 35/2006, dated 28 November, on Personal Income Tax, as well as Article 2 in Royal Decree 439/2007, dated 30 March, approving Regulations Governing Personal Income Tax, establishing that scholarships granted by not-for-profits (as recognised by title II in Law 49/2002, dated 23 December) are tax exempt. Grants which are cancelled or not converted into scholarships shall not be considered tax exempt.
Annex 1

APPLICATION FOR ESADE SPECIAL COVID-19 GRANTS
2020-2021 ACADEMIC YEAR

<table>
<thead>
<tr>
<th>Name and surnames</th>
<th>DNI/NIE/passport</th>
<th>Esade student ID number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Programme</td>
<td>Year in which student will enrol</td>
<td></td>
</tr>
<tr>
<td>E-mail address</td>
<td>Telephone</td>
<td></td>
</tr>
</tbody>
</table>

THE APPLICANT HEREBY REQUESTS
A Special COVID-19 Grant to finance the corresponding tuition fees for the first semester of the 2020-2021 academic year based on his/her family’s financial-economic situation detailed below.

DECLARATION BY THE APPLICANT’S FATHER/MOTHER/LEGAL GUARDIAN

.................................................................................................................. (full name), as ...........................................................
(father, mother, legal guardian)

hereby declares under his/her sole responsibility, that the data and information provided below are true and accurate.

Number of people living in the household (family members or otherwise, including the grant applicant):

<table>
<thead>
<tr>
<th>Name</th>
<th>Age</th>
<th>Relation to the applicant</th>
<th>Profession/Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>2.</td>
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<td></td>
<td></td>
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<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
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</tr>
</tbody>
</table>

The household’s gross annual income from all sources in 2020 shall total: ............................................ (gross).

(*) In case of separation or divorce, please remember to attach a signed copy of the separation/divorce agreement.
Please provide details here on all the circumstances you feel relevant for the decision to award the grant in question.

In keeping with Articles 7 and 11 in Organic Law 3/2018, dated 5 December, on Personal Data Protection, grant applicants are hereby informed of the following when presenting their applications:

a) Fundació Esade is the party responsible for collecting and processing all the personal data requested in the application and required documents, as well as data gathered to track students’ progress, data provided by students in the survey upon completing their programmes and their marks throughout the programme.

b) The aim of gathering and processing this data is to:
   • Analyse the grant applicants’ suitability and to carry out the review process for their possible selection.
   • Ensure that the grant applicants meet the established requirements the entire time the grants remain valid.

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e) Interested parties may exercise their rights at any time to access, rectify and eliminate their data, as well as to request that their processing be limited or oppose said processing. To exercise these rights, the interested parties may write to the data protection delegate (Fundació Esade, Avenida de Pedralbes, 60-62, Barcelona 08034, Spain), indicating “Ref.: Personal data protection” and including a copy of their Spanish national ID cards or passports. They may also contact the data protection delegate via e-mail (dpo@esade.edu).

Grant applicants may also consult Fundació Esade’s data protection policy: https://www.esade.edu/en/personal-data-protection.

By signing this application below, the grant candidate hereby accepts and commits to comply with the conditions and norms governing the “Fundació Esade Grant Programme – Special COVID-19 Grants”.

In ........................................ (city) on ....................... (month) ........(day), ............(year)

Grant applicant’s signature

Father’s/mother’s/legal guardian’s signature
Annex 2

Fundació Esade Scholarship and Grant Programme

Declaration of family household assets

Family household data

<table>
<thead>
<tr>
<th>First declarant:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>First declarant’s household address:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second declarant:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Second declarant’s household address:</td>
<td></td>
</tr>
</tbody>
</table>

Dear sirs,

In keeping with the norms governing the Fundació Esade Special COVID-19 Grant for which we have applied and to facilitate the evaluation of our financial situation, we hereby present the following declaration of assets and attach the corresponding documentation.

Declaration of the declarants’ assets

1. Urban and rural real estate property (attach the corresponding property tax returns for all properties owned).

<table>
<thead>
<tr>
<th>Description and address</th>
<th>% ownership share</th>
<th>Approximate value</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(*) If your family rents the home in which you habitually live, you must attach the rental agreement as well as the receipt for the last monthly payment made.
2. Financial assets and securities: bank accounts, shares, deposits, insurance policies, pension funds, etc. (attach the corresponding banking documents for these assets).

<table>
<thead>
<tr>
<th>Description and balance</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. Joint ownership in companies (attach the final 2019 balance sheets and profit and loss accounts issued by the administrators or, if unavailable, the approved 2018 documents).

<table>
<thead>
<tr>
<th>Joint ownership in companies</th>
<th>% share</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. Other assets (cars, etc.)

<table>
<thead>
<tr>
<th>Description</th>
<th>Approximate value</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

You may include any other additional data you deem necessary in a separate, attached annex.

In ........................................... (city) on .......................(month) .......... (day), .......... (year)

The declarants’ signatures