

FUNDING INTENTION & CRITERIA

The CJD takes a broad view of education that gives young people guidance and empowers them to lead their lives confidently and independently.

The International School Braunschweig - Wolfsburg is the only school in the region that teaches its students according to British and international curricula. The qualification (IB) is recognised both internationally and at German universities and colleges. Students at the International School develop a cosmopolitan mindset and develop strong intercultural and language skills that contribute to international understanding and peaceful coexistence in our globalised society.

We want to support young, talented and committed people and, if necessary, provide them with financial support. We therefore award around twenty scholarships every year, covering all or at least part of the school fees for these children and young people. In addition to the level of income of both parents/guardians, academic performance and special personal skills as well as social commitment are important funding criteria. Students who already receive other funding and whose school fees are covered in full or in part by third parties are not eligible for a scholarship from the CJD.

**The application period for scholarships in the 2025/2026 school year runs from
01 February - 30 April 2025**

ASSIGNMENT PROCESS

After the application deadline, the decision-making committee for the scholarship programme meets and decides on the allocation of the available budget on the basis of the defined funding criteria and the applications received by then. In addition to the Head of Management and the Head of Finance, the Head of School and representatives of the International School's Advisory Board are also involved in the awarding process.

All applicants will be informed of the result of the scholarship assignment by the end of May 2025. Scholarships are awarded on a voluntary basis; there is no legal entitlement to the award or receipt of a scholarship. In principle, the CJD would like to provide funding for several school years and thus create medium to long-term support. Irrespective of this, the following school year will be reviewed to determine whether the eligibility criteria have been met and funding is still available - in this regard, the scholarship must be reapplied for each year.

APPLICATION DOCUMENTS

To apply for a scholarship, the documents listed below must be submitted; the documents must be complete and submitted in time before the application deadline (30 April 2025). Please understand that your application can only be processed once all documents have been submitted.

- A separate application must be submitted for each student -

Please send your application by 30 April 2025 at the latest
by e-mail to

stipendium-cjd-braunschweig@cjd.de

or alternatively by post to

CJD Braunschweig, Stipendien 2025/26, Georg-Westermann-Allee 76, 38104 Braunschweig

Checklist for application documents

- Fully completed and signed application form
- Data protection declaration of consent (signatures required)
- Letter of application/motivation (description of current personal situation)
- Letter of recommendation from the school headmaster or proof of special school performance / talent / social commitment
- Income tax assessment 2024 of both legal guardians
(If the current tax assessment is not yet available by the application deadline, the tax assessment of the previous calendar year must be submitted provisionally; the current tax assessment must be submitted after receipt without being asked).
- The last three payslips of both legal guardians
- Meaningful evidence of other income
- Child benefit notification for siblings aged 18 and over
- Negative notice if only one of the legal guardians is applying
- Child support notification/authorisation of advance maintenance payments, if applicable

Any changes in family and financial circumstances must be reported to the CJD Braunschweig management in writing without delay.

Should the examination of the changed circumstances reveal a different economic need than previously assumed, or should negative developments emerge with regard to the other eligibility criteria, we reserve the right to revoke or reduce the scholarship.

Explanations on the letter of motivation

The letter of motivation is a mandatory document when applying for a CJD scholarship and must be submitted to complete your application documents. There are no formal requirements for the letter of motivation. In general, the letter of motivation should not exceed one DIN A4 page.

The letter of motivation gives you the opportunity to describe your family and financial situation in more detail. It serves as a supplement to the application form and proof of income, as important points can be emphasised and explained in more detail. It offers you the opportunity to add important arguments and make clear how and why you or your child should be supported by a scholarship.

Further application periods

For applications submitted after the official application period (1 February to 30 April), the following award and approval periods apply:

Application period	Scholarship term	Assignment date
01.02. – 30.04.	from August	end of May
01.05. – 31.08.	from November	end of September
01.09. – 30.11.	from February	end of December
01.12. – 28.02.	from May	end of March

Please fill in all space carefully in block letters. Mark with a cross where applicable.

APPLICATION

Initial application

Repeat application

STUDENT

Last name of the student		Gender (m f d)	Receipt stamp
First name	School year	Year	
Date and place of birth			

TYPE OF SCHOOL

Christophorusschule | Dr. Wilhelm-Meyer-Gymnasium
 Hans-Georg-Karg-Schule | Grundschule
 International School BS-WOB

PARENTS | LEGAL GUARDIANS

If there is joint custody yes no (Please provide supporting document)

Last name, birth name		First name	Date of birth
Street and house number			
Postal code, city			
Home phone		Business phone	Mobile
Email address			

Last name, birth name		First name	Date of birth
Street and house number			
Postal code, city			
Home phone		Business phone	Mobile
Email address			

DETAILS OF MARITAL STATUS

single
 married
 permanently separated
 divorced
 widowed
 since:

OTHER SIBLINGS OF THE STUDENT ENTITLED TO CHILD BENEFIT

(from the 4th sibling onwards, please indicate on an additional sheet)

	1 st sibling	2 nd sibling	3 rd sibling
Last name, first name			
Date of birth			
Authorised custodian	<input type="checkbox"/> Mother <input type="checkbox"/> Father	<input type="checkbox"/> Mother <input type="checkbox"/> Father	<input type="checkbox"/> Mother <input type="checkbox"/> Father

For all subsequent questions, the income situation in the penultimate calendar year before the start of the authorisation period is decisive, with the exception of the receipt of social benefits (e.g. unemployment benefit, citizen's allowance) - in this case always the current year.

INCOME TAX LIABILITY				
	YES	NO		
Have you already been assessed for income tax for the relevant year?	<input type="checkbox"/>	<input type="checkbox"/>	if <u>yes</u> , please enclose the complete tax assessment notice from the tax office. if <u>no</u> , please send it after receipt.	
You have not yet received your tax assessment notice?	<input type="checkbox"/>	<input type="checkbox"/>	if <u>yes</u> , we need your income tax statement from the last calendar year from your employer for a provisional assessment. If you have an older tax assessment notice, please also enclose this.	
Are you currently receiving wage replacement benefits in accordance with point 5 of the contribution regulations?	<input type="checkbox"/>	<input type="checkbox"/>	if <u>yes</u> , please send us the relevant proof.	
INCOME				
Please fill in if an income tax assessment has not been carried out and will not be carried out.	Legal guardian 1		Legal guardian 2	
			Evidence attached	
			YES	NO
Income from non-self-employment	EUR	EUR	<input type="checkbox"/>	<input type="checkbox"/>
Income from self-employment (profit generated)	EUR	EUR	<input type="checkbox"/>	<input type="checkbox"/>
Income from agriculture and forestry	EUR	EUR	<input type="checkbox"/>	<input type="checkbox"/>
Income from trade business	EUR	EUR	<input type="checkbox"/>	<input type="checkbox"/>
Income from capital assets	EUR	EUR	<input type="checkbox"/>	<input type="checkbox"/>
Income from renting and leasing	EUR	EUR	<input type="checkbox"/>	<input type="checkbox"/>
Foreign earnings	EUR	EUR	<input type="checkbox"/>	<input type="checkbox"/>
Pension	Type of pension EUR	EUR	<input type="checkbox"/>	<input type="checkbox"/>
Unemployment benefit/unemployment assistance/housing benefit	EUR	EUR	<input type="checkbox"/>	<input type="checkbox"/>
Sick pay benefit	EUR	EUR	<input type="checkbox"/>	<input type="checkbox"/>
Insolvency benefit	EUR	EUR	<input type="checkbox"/>	<input type="checkbox"/>
Short-time allowance	EUR	EUR	<input type="checkbox"/>	<input type="checkbox"/>
Compensation / Inheritance	EUR	EUR	<input type="checkbox"/>	<input type="checkbox"/>
Other income	EUR	EUR	<input type="checkbox"/>	<input type="checkbox"/>
TOTAL INCOME	EUR	EUR		
DEDUCTIONS				
Allowance of € 2,500.00 per dependent child	EUR	EUR	<input type="checkbox"/>	<input type="checkbox"/>
Special financial burdens	EUR	EUR	<input type="checkbox"/>	<input type="checkbox"/>
TOTAL DEDUCTIONS	EUR	EUR		
INCOME OF FAMILY CONSTELLATION				
Income	EUR	EUR		
TOTAL INCOME OF PARENTS LEGAL GUARDIANS	EUR			

DECLARATION

I am aware that I am obliged to notify the management of the CJD Braunschweig immediately in writing of any change in my family and financial circumstances about which I have made a declaration here.

I confirm that the information I have provided is correct and complete and that I have enclosed all the documents available to me as proof.

Place, Date

Signature of the declarant 1

Place, Date

Signature of the declarant 2

ADDITIONAL DECLARATION FOR PARENTS WITHOUT INCOME

I am aware that I am obliged to notify the CJD Braunschweig management in writing without delay of any changes in my family and financial circumstances which are the subject of this declaration.

I declare that I had no income or earnings of my own in the relevant calendar year that would have to be declared in this form.

Place, Date

Signature of the declarant 1

Place, Date

Signature of the declarant 2

DATA PROTECTION CONSENT DECLARATION

I hereby confirm that I have taken note of the attached data protection information. I hereby give my consent for the personal data I have provided to be processed by the CJD Braunschweig for the purposes stated.

I can revoke this consent at any time for the future. It only requires the written form.

Place, Date

Signature of the declarant 1

Place, Date

Signature of the declarant 2