WABE International School gGmbH

Guidelines for the Award of the IB Scholarship

1. Programme Description

WABE International School gGmbH (hereinafter: the Company) promotes, amongst other things, education and learning through the operation of a private supplementary school for Years 11 and 12, in accordance with the objectives set out in its Articles of Association. Within this framework, pupils[1] at the supplementary school are guided towards the International Baccalaureate. The International Baccalaureate (IB) is an internationally recognised school-leaving qualification, the two-year curriculum for which is defined by the International Baccalaureate Diploma Programme (IBDP).

Students on the IBDP pay school fees, which are set separately for each academic year. There is a choice between monthly and annual payments. The level of fees differs for local and international pupils.

In accordance with AEAO Section 52(5), sentence 3, and Section 2(3) of the School's Articles of Association, the School ensures that, for at least 25 per cent of pupils in the supplementary school programme, no distinction is made on the basis of their parents' financial circumstances. To this end, the School awards scholarships in the form of a reduction or waiver of school fees in accordance with these guidelines. Support is provided to pupils who, in addition to meeting the general admission criteria for the IBDP, demonstrate outstanding academic achievement or exceptional extracurricular achievements and talents.

There is no legal entitlement to benefits from the School.

1 All (job) titles in these scholarship guidelines are gender-neutral. 1284615 - 2

2. Application requirements

a) Applications for the IB scholarship should, as a rule, be submitted before the start of the school year for which the scholarship is being sought. Applications may be made by pupils who, prior to commencing the IBDP, attend the independent school also run by the School, as well as by pupils who previously attended an external school. A prerequisite for the award of the IB scholarship is the successful completion of the School's IBDP admission process and the conclusion of an IBDP school contract between the School and the pupil, as well as their legal guardian. The application for admission to the IBDP is the sole responsibility of the applicant.

b) In individual cases, pupils who are already enrolled on the IBDP but do not hold an IB scholarship may also apply if they meet the eligibility criteria for an IB scholarship at a later stage during their time at the supplementary school.

c) The IB scholarship is open to both local and international pupils.

d) To be eligible for the IB scholarship,

    (1) the applicant or their parents must, based on their individual income circumstances and taking into account any exceptional financial burdens and other special circumstances, be unable to cover the school fees themselves, either in full or in part;

    (2) and the applicant either

        i. has achieved above-average academic results in the two years preceding the school year for which the grant is being applied for, or
        ii. can demonstrate particular extracurricular achievements and talents, such as leadership qualities, exceptional social and/or community engagement, or musical, sporting or artistic talents.

    However, funding is not available if, in the case of point i., the applicant stands out negatively from a social or community perspective, or, in the case of point ii., has not achieved at least average academic performance over the past two years.

e) Applications must be submitted by 1 June of each year at the latest for the school year beginning on 1 August of the same year. In the cases referred to in point (b), the application must be submitted immediately once the eligibility criteria are met.

f) Applicants must not already be receiving adequate support through another programme.

g) Children of the Company's employees may also be supported by an IB scholarship in accordance with these scholarship guidelines, provided they meet the eligibility criteria. However, there shall be no preferential treatment whatsoever.

3. Application documents

a) Information regarding the nature and scope of the application documents required for the decision-making process shall be made available to prospective IBDP applicants through appropriate channels, e.g. by accessing this information on the WABE International School website. The same applies to applicants for this scholarship who are already enrolled in the school's IBDP.

b) The application documents cover the following areas: the applicant's financial circumstances, the pupil's academic and extracurricular achievements, and the pupil's personal motivation.

c) Applications must be sent by post to the following address:

WABE International School gGmbH
IBDP Scholarship
Eggerstedter Weg 19
25421 Pinneberg

d) Should it not be possible to send the application by post in individual cases, applications may also be scanned and sent by email to an email address announced by the school in the appropriate place.

e) No decision will be made on applications that are incomplete.

f) The organisation may request further details and information. If these are not provided, the organisation is entitled to regard the application as incomplete.

4. Scholarship benefits

a) Recipients of the IB scholarship are granted a reduction in or waiver of school fees.

b) The Company decides on a case-by-case basis on the amount of the IB Scholarship – i.e. the extent of the reduction in school fees, up to and including a waiver – and on any resulting remaining personal contribution, taking into account the respective financial situation of the applicant or their legal guardians. The decision is based on the evidence of income and assets submitted, details of exceptional financial burdens and other special circumstances, as well as the personal assessment by the applicant or their legal guardians of an affordable personal contribution.

c) The scholarship is generally awarded for one school year at a time. In individual cases, including those referred to in clause 2 b), the scholarship may also be awarded for a different duration.

d) Details regarding the administration of the scholarship form part of a scholarship agreement to be concluded between the School and the applicant or their legal guardians.

5. Decision on the award of the IB scholarship

a) The decision on the award of the IB scholarship is taken by a committee comprising representatives of teachers, managing directors and admissions managers at WABE International School. The decision shall be made before the start of the school year for which the IB scholarship is being applied for. In the cases referred to in clause 2(b), the decision shall be made promptly after the submission of the complete application documents.

b) The decision on approval shall be made in writing. Following a decision, the applicant shall receive either a rejection notice or a notification confirming the award of the IB scholarship. The amount and duration of the IB scholarship awarded are set out in the scholarship agreement. Reasons do not need to be given for rejection notices.

c) The IB scholarship cannot, as a general rule, be awarded retrospectively. In the cases referred to in clause 2(b), retrospective award is possible from the date of receipt of the complete application documents.

6. Miscellaneous

Anyone receiving funding from the School is not obliged to provide any consideration or to undertake any employment in connection with the benefit granted. Scholarships intended to support education or further training are tax-exempt in respect of the allowance they contain for personal living expenses, the coverage of educational or further training needs, and in respect of any in-kind support they provide for the performance of the research task. The Hamburg-Nord Tax Office will, upon request from domestic scholarship holders or the tax office responsible for them, issue a certificate confirming that the conditions set out in Section 3(44)(a) and (b) of the Income Tax Act (EStG) (R 3.44 relating to Section 3(44) of the Income Tax Regulations 2012) are met.