

### ELIGIBILITY CRITERIA

Scholarships granted for students of the CJD depend on the income of both parents and the respective family situation. Eligibility is considered on an individual basis, which allows to take into account further criteria in the awarding process.

Students who receive another grant and whose tuition fees are completely or partially covered by a third party, are excluded from scholarships granted by the CJD.

**The application period for scholarships for the school year 2023/2024 runs  
from  
1<sup>st</sup> February - 30<sup>th</sup> April 2023**

### AWARD PROCESS

After the application deadline, the management of CJD and the Head of the Finance department decide under dual-control policy about the allocation of the funds available based on all applications received.

**Applicants will be notified about the results of the award process by the end of June 2023.**

The granting of scholarships takes place on a voluntary basis, for a period of one school year; a new application for scholarships is required for every school year. There is no legal entitlement to granting of a scholarship through the CJD. For the following school year, it will be assessed if the newly received applications meet the support criteria and if financial funds are still available.

## APPLICATION DOCUMENTS

You are required to submit the below listed documents for the scholarship application; the required documents and forms must be completed and received by the application deadline (30<sup>th</sup> April 2023). Please understand that your application can only be processed upon submission of all required and completed documents.

*- A separate application has to be submitted for each student –*

### Checklist for application documents

- application form; filled out completely and signed
- data protection consent declaration (signatures required)
- letter of motivation  
(description of current personal situation)
- income tax assessment 2022 of both parents/legal guardians  
(If the current tax assessment is not available by the closing date for applications, please hand in the tax assessment of the previous year; the current tax assessment must be submitted upon receiving without request.)
- the three most recent payslips of both parents/legal guardians
- substantial evidence of other income
- child benefit notice for siblings from the age of 18 and up
- proof of sole custody ('Negativbescheid') in case only one parent applies for a scholarship
- proof of child maintenance contributions/advance (alimony), if applicable

Any changes regarding family or economic circumstances have to be reported immediately to the administration of CJD Braunschweig in written form. If, in the light of this information, the economic need has to be reassessed, we reserve the right to revoke or reduce the scholarship.

Please send your application by 30<sup>th</sup> April 2023 at the latest via email to

[stipendium-cjd-braunschweig@cjd.de](mailto:stipendium-cjd-braunschweig@cjd.de)

or alternatively by postal mail to

CJD Braunschweig, Stipendien 2023/2024, Georg-Westermann-Allee 76, 38104 Braunschweig

### **Notes on the letter of motivation**

The letter of application/motivation is a compulsory part of an application for a scholarship at CJD; it has to be handed in for the completion of the application documents. There are no formal guidelines to be considered; in general, the letter should not exceed the limit of one DIN A4 page.

A letter of application/motivation allows you to represent your family and financial situation and provide further details. It serves to supplement the application form and income certificates, as important aspects can be emphasised and clarified. It gives you the opportunity to add important arguments and state why you should be supported by a scholarship.

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

**APPLICATION**

- |  |  |
|--|--|
| <input type="checkbox"/> <b>Initial application</b>        | <input type="checkbox"/> <b>Repeat application</b>                                       |
| <input type="checkbox"/> of both parents   legal guardians | <input type="checkbox"/> of one parent   legal guardian (proof of sole custody required) |

**STUDENT**

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

**TYPE OF SCHOOL**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Christophorusschule  <br>Dr. Wilhelm-Meyer-Gymnasium | <input type="checkbox"/> Hans-Georg-Karg-Schule  <br>Grundschule | <input type="checkbox"/> International School BS - WOB |
|---|--|--|

**PARENTS | LEGAL GUARDIANS**

|                         |  |                |                   |
|-------------------------|--|----------------|-------------------|
| 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**

- |                                 |                                  |  |                                   |                                  |        |
|---------------------------------|----------------------------------|--|-----------------------------------|----------------------------------|--------|
| <input type="checkbox"/> single | <input type="checkbox"/> married | <input type="checkbox"/> permanently separated | <input type="checkbox"/> divorced | <input type="checkbox"/> widowed | Since: |
|---------------------------------|----------------------------------|--|-----------------------------------|----------------------------------|--------|

**CHILDREN IN YOUR CARE OR IN APPRENTICESHIP**

(including the student above – please use additional sheet for further children)

|   | 1 <sup>st</sup> child                 |   | 2 <sup>nd</sup> child                 |   | 3 <sup>rd</sup> child                 |   |
|---|---------------------------------------|---|---------------------------------------|---|---------------------------------------|---|
| Last name, First name,<br>Date of birth |                                       |   |                                       |   |                                       |   |
| Residence                               | <input type="checkbox"/> with parents | <input type="checkbox"/> not with parents | <input type="checkbox"/> with parents | <input type="checkbox"/> not with parents | <input type="checkbox"/> with parents | <input type="checkbox"/> not with parents |

All questions below refer to your current income and asset situation and the penultimate completed tax year, except for the receipt of social security benefits (e.g. ALG, Hartz IV) – in this case the received benefits of the current year are decisive.

|                                  |      |   |
|----------------------------------|------|---|
| Information of the calendar year | 2022 | is required regarding income taxes,                 |
| or of the calendar year          | 2023 | regarding social benefits (BAföG, ALG, Rente etc.). |

### INCOME TAX LIABILITY

|   |                                 |                                |   |
|---|---------------------------------|--------------------------------|---|
| Are you obliged to submit an income tax declaration?      | YES<br><input type="checkbox"/> | NO<br><input type="checkbox"/> | if <b>no</b> , please enclose documentary evidence                            |
| Are you assessed for income tax in the relevant year?     | <input type="checkbox"/>        | <input type="checkbox"/>       | if <b>yes</b> , please enclose documentary evidence                           |
| Will you be assessed for income tax in the relevant year? | <input type="checkbox"/>        | <input type="checkbox"/>       | if <b>no</b> , please enclose documentary evidence immediately upon receiving |

### INCOME

| Please fill in if an income tax assessment has not been carried out and will not be carried out. | Parent   Legal guardian 1 | Parent   Legal guardian 2 | EVIDENCE ENCLOSED        |                          |
|--|---------------------------|---------------------------|--------------------------|--------------------------|
|  |                           |                           | YES                      | NO                       |
| Income from employment   | EUR                       | EUR                       | <input type="checkbox"/> | <input type="checkbox"/> |
| Income from self-employment (generated profit)   | 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 revenue  | EUR                       | EUR                       | <input type="checkbox"/> | <input type="checkbox"/> |
| Pension  | Type of pension<br>EUR    | EUR                       | <input type="checkbox"/> | <input type="checkbox"/> |
| Child benefit  | EUR                       | EUR                       | <input type="checkbox"/> | <input type="checkbox"/> |
| Unemployment pay or benefits/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"/> |
| <b>TOTAL INCOME</b>  | 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"/> |
| Professional expenses                       | EUR | EUR | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>TOTAL DEDUCTIONS</b>                     | EUR | EUR |                          |                          |

### INCOME OF FAMILY CONSTALLATION

|   |     |     |  |  |
|---|-----|-----|--|--|
| Income                                    | EUR | EUR |  |  |
| Total income of parents   legal guardians | EUR |     |  |  |

**STATEMENT FOR PARENTS | LEGAL GUARDIANS WITH INFORMATION ON INCOME**

I am aware that there is no legal entitlement to granting of a scholarship. I assure that I do not receive funding for the financing of the school fees. In case of false or incomplete declarations, a granted scholarship can be revoked or reduced.

I am aware that I am obliged to notify the administration of CJD Braunschweig immediately in writing about any changes of the above stated details regarding family or economic circumstances.

**I hereby confirm that to the best of my knowledge, all the above and attached declarations are complete and correct, and available documentary evidence is provided.**

|             |                         |
|-------------|-------------------------|
| Place, Date | Declarant's signature 1 |
| Place, Date | Declarant's signature 2 |

**ADDITIONAL STATEMENT FOR PARENTS | LEGAL GUARDIANS WITHOUT INCOME**

I am aware that I am obliged to notify the administration of CJD Braunschweig immediately in writing about any changes of the above stated details regarding family or economic circumstances.

**I declare that I had no income to be supplied in this form in the year applicable.**

|             |                         |
|-------------|-------------------------|
| Place, Date | Declarant's signature 1 |
| Place, Date | Declarant's signature 2 |

**DATA PROTECTION CONSENT DECLARATION**

I have read the data protection statement and hereby declare my consent that the personal data I have provided in this application may be processed by CJD Braunschweig for the stated purposes.

**I can revoke this consent at any time for the future. The revocation of consent requires the written form.**

|             |                         |
|-------------|-------------------------|
| Place, Date | Declarant's signature 1 |
| Place, Date | Declarant's signature 2 |

## Data security information according to Sections 17 and 18 Data Privacy Policy DSGVO-EKD

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As the body responsible for the processing of your personal data within the meaning of Sec. 4 No. 9 of the EKD Data Protection Act (DSG-EKD), we hereby provide you with information on the collection of your personal data.

### Information according to Sec. 17 DSGVO-EKD (data protection and privacy rules of the Protestant Church in Germany)

(The following information is to be provided if the data subject's personal data is collected.)

|  |  |
|--|--|
| Name and contact details of the responsible body                                   | Responsible for the processing of personal data: General Management of the CJD Group Lower Saxony South-East<br>Georg-Westermann-Allee 76<br>38104 Braunschweig, Germany<br>0531/7078-112<br><a href="mailto:heike.antvogel@cj-d.de">heike.antvogel@cj-d.de</a>  |
| Contact details of the local officer in charge of data privacy and data protection | Our in-house data security officer can be contacted at<br>Christliches Jugenddorfwerk Deutschlands gemeinnütziger e.V. (CJD)<br>Data protection and privacy<br>Teckstr. 23<br>73061 Ebersbach<br><a href="mailto:datenschutz@cj-d.de">datenschutz@cj-d.de</a>  |
| Purposes of the processing of the personal data and legal basis for the processing | We process your personal data insofar as this is necessary to fulfil the processing of your application for a scholarship and implementation regulations for our legal requirements and data protection and privacy in the Department of School Education of the CJD Braunschweig in accordance with the Church Act on Data Protection and Privacy of the Protestant Church in Germany Sec. 6 No. 5 DSGVO-EKD.<br>This includes processing your data for the following purposes: <ul style="list-style-type: none"> <li>➤ <b>Selection of scholarship recipients</b></li> <li>➤ <b>Compiling statistics</b></li> <li>➤ <b>Awarding grants if applicable</b></li> <li>➤ <b>Correspondence with applicants</b></li> </ul>  |
| Data or data categories which are processed:                                       | Personal data: <ul style="list-style-type: none"> <li>➤ <b>General personal data of the student:</b> first name(s), surname(s), child's name(s), dates of birth, nationality, siblings, address data, communication data</li> <li>➤ <b>Identification number of scholarship recipients:</b> accounts receivable number if applicable, class level</li> <li>➤ <b>Master data of the legal guardians/ custodians as contractual partners:</b> first name(s), last name(s), date of birth, address data, proof of custody if applicable, company name/company address if applicable, communication data</li> <li>➤ <b>Documents/certificates regarding financial circumstances</b></li> <li>➤ <b>Bank details of the contracting parties:</b> creditor ID and mandate reference according to SEPA use, payment data, bank data, account holder</li> <li>➤ <b>if applicable, other reference persons/guardian/supervisor:</b> first name(s), last name(s), date of birth, proof of legal representation, address data, communication data</li> </ul> |
| Recipients or categories of recipients of the personal data                        | The data recipient is defined by law in Sec. 4 No. 11 DSGVO EKD. The data recipients also include other organizational units of the same responsible body: <ul style="list-style-type: none"> <li>➤ all persons responsible for the fulfilment of the above-mentioned tasks within CJD Braunschweig</li> </ul>   |

|  |   |
|--|---|
| <p>Time period during which the personal data is stored or, if this is not possible, criteria for determining the storage period</p> | <p>Personal data (in digital and paper form) are deleted as soon as they are no longer required for the purpose for which they were collected and if the deletion does not conflict with any storage or retention obligations to which CJD is legally bound.</p> <ul style="list-style-type: none"> <li>➤ <b>Initial contact details/correspondence/application</b> in case of non-granting of a scholarship: -&gt;6 months</li> <li>➤ <b>Granting of scholarships</b>: -&gt; 10 years</li> <li>➤ <b>Deletion of digital data and data in paper form</b>: after archiving periods, Sec. 6 No. 5. DSGVO, Sec. 21 DSGVO</li> </ul>  |
| <p>Rights of persons affected</p>  | <p>You can request information from us about whether we process your personal data. If this is the case, you have the right to be informed about this personal data and other information related to the pertinent processing (Sec. 19 DSGVO). Please note that this right to information may be restricted or excluded in certain cases (Sec. 19 para. 2 DSGVO).</p> <p>In the event that personal data about you is not (or no longer) correct or incomplete, you can request that this data be corrected and, if necessary, completed (Sec. 20 DSGVO).</p> <p>If the legal requirements are met, you can demand the deletion or restriction of the processing, make use of the right to data transferability, and file an objection with regard to the processing (Sections 21, 22, 24, 25 DSGVO).</p> <p>Please contact us if you wish to assert such right as a data subject.</p>  |
| <p>Right of complaint and objection</p>  | <p>In accordance with Sec. 46, Para. 1 of the DSGVO and without prejudice to further legal remedies, any data subject may lodge a complaint with the competent supervisory authority if s/he believes that his or her rights have been violated in the course of the collection, processing or use of his or her personal data by church bodies.</p> <p>Pursuant to Sec. 46, Para. 3 of the DSGVO Data Protection Act, no one may be reprimanded or discriminated against for reporting facts that could give rise to the suspicion that the church's Data Protection Act or any other legal provision on data protection has been violated.</p> <p>When employees of the church bodies intend to send information to the data protection officers, they do not have to comply with the official communication channels. You can reach the competent supervisory authority at:</p> <p>Regional Officer for the Data Protection Region South<br/>Hafenbad 22<br/>89073 Ulm, Germany<br/>Telephone +49(0)731 140593 -0<br/>Fax: +49(0)731 140593-20<br/>sued@datenschutz.ekd.de</p> |
| <p>Necessity of providing the personal data and possible consequences of not providing it</p>  | <p>The provision of your personal data is voluntary. Nevertheless, the provision of your personal data is necessary for processing your application for a scholarship at a school of the CJD Braunschweig. If you do not provide your data that is requested for the selection of eligible scholarship holders, the processing of your application, participation in the selection procedure and possibly granting of a scholarship is not possible</p>   |

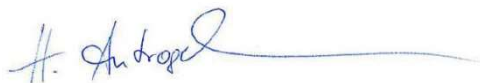
Information according to Sec. 18 DSGVO (data protection and privacy rules of the protestant church in Germany)

(The following information must be provided to the extent that personal data is not collected from the data subject and the controller obtains the personal data from a third party source)



|                           |   |
|---------------------------|---|
| Categories of data stored | <p>With respect to information obligations, in contrast to the right to information under Sec. 19 DSGVO, no full information is provided on personal data.</p> <p>We process the following categories of personal data:</p> <ul style="list-style-type: none"> <li>➤ General personal master data of the applicants</li> <li>➤ Communication data of scholarship holders</li> <li>➤ Accounts receivable number if applicable</li> <li>➤ General personal data of the parents/guardians/children/brothers/sisters, if applicable other caregivers/guardians/caregivers</li> <li>➤ if applicable, company name/company address/occupation of parents/guardians/custodians</li> <li>➤ Communication data of parents/guardians/custodian/further caregivers/emergency contacts/if applicable guardian/supervisor</li> <li>➤ Bank data/payment data of the contractual partners</li> </ul> |
| Origin of the Data        | <p>Your personal data were sent to us in the context of your application for a scholarship:</p> <ul style="list-style-type: none"> <li>➤ Applicant for scholarship</li> </ul>   |

Braunschweig/Brunswick, 26 January 2023



signature

Chief Executive of CJD Niedersachsen Süd-Ost  
Heike Antvogel