



LE CORDON BLEU[®]

MADRID

GUIDE TO STUDY GRANTS

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1. GENERAL CONDITIONS

1.1. General clauses

- The grants offered by the haute cuisine school LE CORDON BLEU-UFV S.L., hereinafter referred to as Le Cordon Bleu Madrid, are not compatible to each other. It is advisable to apply for the grant that, in terms of academic standing, economic or family status, will be the most beneficial for each student.
- Only applications for grants containing **all required documents and submitted** within the established deadlines will be processed.
- In order to obtain any financial aid, **it is necessary to enrol in a complete Diploma, these being:** Diploma in Cuisine, Diploma in Pastry, Diploma in Spanish Cuisine.
- The financial aid mentioned above does not apply to the Grand Diplôme® programme.
- The grant may be revoked in the following cases:
 - Failure to comply with the rules applying to admissions, enrolment and payment method and/or the academic and administrative regulations and procedures of Le Cordon Bleu Madrid.
 - Not passing the exams.
 - Cancellation, interruption and/or postponement of the programme.
 - Not passing the course due to non-attendance.

If any of the above-mentioned cases occur, the corresponding reprimand will apply as per the area of incompliance, together with the automatic and immediate cancellation of any of the grants. As a consequence, **the student will be obliged to pay the institute** the amount proportional to the uncompleted certificates, **within 15 days** upon receiving written notification of the grant cancellation.

- With regards to financial aid being granted based on household income, failure to provide the required documentation or the impossibility to determine the household income of the family unit may be cause for refusal of the grant.

1.2. Clauses regarding applications

- In order to apply for and benefit from any of the grants offered, it will be essential to pass the admission process of Le Cordon Bleu Madrid, as well as to comply with the legal requirements and the institute's rules regarding admissions, enrolment and form of payment.
- The presentation of an application for any of the start dates implies the express acceptance of the criteria and decisions that the Grants Committee may come to. The forementioned committee may request complementary documentation and interviews, with the objective of gaining a better understanding of the family and personal circumstances in each case.
- The presentation of an application for any of the start dates implies the express acceptance of the criteria and decisions that the Grants Committee may come to. The forementioned committee may request complementary documentation and interviews, with the objective of gaining a better understanding of the family and personal circumstances in each case.

1.3. Award clauses

- If the applicant is not awarded the grant, he/she is not obliged to attend the programme for which he/she applied, and therefore is exempt from any commitment upon receiving the final outcome.
- The beneficiary must be responsible to the awarding educational institution and take full advantage their learning opportunity. Therefore, the student must commit to obtaining outstanding results and to maintain this attitude permanently with regard to the work and effort put in throughout the academic programme.
- The Grants Committee determines the awarding of the financial aid on the basis of the established prerequisites and the amounts available in the fund assigned to each start date.
- This system of grants has been developed in accordance with the structure of the diplomas at Le Cordon Bleu. In the case where financial aid is granted, the total amount of the discount will be applied to the programme tuition fees for the diploma, with a specific amount corresponding to each certificate within the programme. In the event that the grant is cancelled due to any of the aforementioned circumstances, the beneficiary of the financial aid must repay the full amount granted.
- This distribution will be taken into consideration to calculate the proportional part of the grant.

2. TYPES OF GRANTS

2.1. Financial Grant Resume

	Family-Financial Grant I	Family-Financial Grant II	International-Financial Grant I	International-Financial Grant II	Commended for academic excellence
Conditions for grant application	Tax domicile in Spain Family and/or economic situation Enrolment in Diploma programme completed Meet all admission requirements	Tax domicile in Spain Family and/or economic situation Enrolment in Diploma programme completed Meet all advanced standing recognition requirements for admission	International candidates Enrolment in Diploma programme completed Meet all admission requirements	International candidates Enrolment in Diploma programme completed Meet all admission requirements	To have successfully completed the superior certificate in any of the disciplines To have excelled due to the work and effort put in through the programme
Grant amount	6,000€	4,000€	6,000€	4,000€	1,500€*
Start Date	January April October	July** October	January July**	July**	January April July** October
Application documents	Completed application form Motivation letter Income declaration forms Supplementary documentation		Completed application form Motivation letter Motivational video and recipe video Letter of recommendation CV or transcript		Not applicable
Outcome notification	10 working days from the application deadline.				

*Grant available for enrolments for new certificate or diploma programmer, in addition to the applicable discounts for alumni

**July/ August: Possible intensive programmes

2.2. Family-Financial Grant I

Financial aid based on household income I which is granted by Le Cordon Bleu Madrid is available for those who wish to start a diploma at the School, **who are taxpayers in Spain and whose family and/or economic situation requires it.**

The amount of this grant is **6,000€**, applicable to the enrolment of a diploma in any of the disciplines being offered at the institute. This amount will be applied to the overall final cost of the programme, where a quantity of 2,000€ will correspond to each certificate, with the exception of the Grand Diplôme®.

The selection and subsequent allocation of the household income assistance will depend, objectively and by general criteria, on the income level of the applicant student.

The selection criteria in this case will be:

- In the first instance, with regards to the student's household income or that of his or her own family unit (if applicable), the student will be asked to present his/her tax declaration certificate, or failing this, a certificate indicating that the student is not obliged to present a tax declaration.
- In the second instance, where the student lives with his or her parents and the parents are the student's main source of income, the assessment criteria will be applied to the combined income of the parents.

The AEAT (Tax department), with regard to personal income tax, establishes the family unit:

- In the case of marriage:

One made up of the spouses who are not legally separated and, if applicable:

- Underage children*, with the exception of those who, with the consent of the parents, live independently from them.
- Adult age children who are legally incapacitated and subject to ongoing care and custody from the parents.

() Adult age is reached upon becoming 18 years old.*

- In the case of unmarried or legally separated couples

The formation of the father or the mother, and the total number of children who live with one or the other parent, and meet the indicated requirements set out in the section above.

From a legal perspective, with regards to tax relating to family units, the following conclusions can be drawn:

- Any family grouping other than the forementioned does not constitute a family unit for personal income tax purposes.
- No one may form part of two family units at the same time.
- The determination of the members of the family unit will be made on the basis of the situation existing on 31 December of each year.
- Therefore, if a child turns 18 during the year, he/she will no longer form part of the family unit for that tax period.

In view of the social purpose of these scholarships, and the limitations of the fund, the following thresholds have been established:

■ **Number of family members / general thresholds (€).**

- One member < 18,000€
- Two members < 30,100€
- Three members < 41,000€
- Four members < 48,500€
- Five members < 54,500€
- Six members < 58,500€
- Seven members < 63,000€
- Eight members < 67,000€

From the ninth family member onwards, 3,100€ will be added for each new eligible member.

The formula for calculating the family income is as follows:

The income threshold of the family unit will be obtained by adding the general taxable base and the taxable base from saving and/or investments, with regard to personal income tax of all the members of the family unit. From the sum of these two amounts, a quantity that is automatically generated from the tax declaration, will be subtracted.

Income obtained by members other than those who are financially supporting the student will be calculated at 50%.

The final decision will be determined taking into account the family income, the indicative wealth thresholds and other family circumstances that will be considered by the Grants Committee.

Aid may be refused on the grounds that there is a discrepancy between income, declared assets and expenditure, or that the income and/or need for such a grant cannot be precisely established.

Documentation to be submitted:

All applicants must submit, before the application deadline as per the various start dates, the following completed documentation:

- The application form must be completed and signed by the applicant.
- A motivation letter stating the reasons for applying for the academic financial aid.
- Photocopy of the income tax return corresponding to the last fiscal year submitted by the parents, guardians or person responsible for your financial support.
- In the event where you are not obliged to present an income tax return; documentation proving that you are officially in this situation as well as a certificate of declared assets or a document showing any income obtained.
- Proof of income over the last three months (payslips, etc.).
- Freelance and self-employed professionals must submit the last four quarterly VAT returns.
- Other documentation that, at the candidate's discretion, accredits the above.

2.3. Family-Financial Grant II (for cases of recognition for advanced standing)

Financial aid based on family-financial grant II, granted by Le Cordon Bleu Madrid, is available for those who wish to start a diploma at the School, who are taxpayers in Spain and whose family and/or economic situation makes it necessary to do so. **This financial assistance is applicable to students seeking recognition for advanced standing and will only be granted to those candidates who have passed the evaluation process specific to the basic certificate in any of the disciplines on offer.**

The quantity applicable for this type of financial aid is **4,000€**, where a student enrolls in a diploma programme in any of our disciplines. This quantity will be distributed evenly over the total programme price where it is proportionally applied to each certificate, hence amounting to 2,000€ (per certificate).

The selection and subsequent allocation of the household income assistance will depend, objectively and by general criteria, on the income level of the applicant student.

In this case the selection criteria will be:

- In the first instance, the economic-family situation of the pupil or of his or her family unit, if one exists, for which he or she will be asked to provide a copy of his or her tax return certificate or, failing that, a certificate indicating that no obligation exists for him/her to present a tax declaration.
- In the second instance, when the pupil is living with his or her parents and they are the main source of income for the student, the evaluation criteria will then focus on family unit income of the parents, in which case the tax declaration certificates of the latter would need to be submitted.

The AEAT (Tax department), with regard to personal income tax, establishes the family unit:

- In the case of marriage:

One made up of the spouses who are not legally separated and, if applicable:

- Underage children*, with the exception of those who, with the consent of the parents, live independently from them.
- Adult age children who are legally incapacitated and subject to ongoing care and custody from the parents.

() Adult age is reached upon becoming 18 years old.*

- In the case of unmarried or legally separated couples:

A formation of the father or the mother and the total number of children who live with one parent or the other and meet the indicated requirements set out in the section above.

From a legal perspective, with regards to tax relating to family units, the following conclusions can be drawn:

- Any family grouping other than the forementioned does not constitute a family unit for personal income tax purposes.
- No one may form part of two family units at the same time.
- The determination of the members of the family unit will be made on the basis of the situation existing on 31 December of each year.
- Therefore, if a child turns 18 during the year, he/she will no longer form part of the family unit for that tax period.

■ **Number of family members / general thresholds (€)**

- One member < 18,000€
- Two members < 30,100€
- Three members < 41,000€
- Four members < 48,500€
- Five members < 54,500€
- Six members < 58,500€
- Seven members < 63,000€
- Eight members < 67,000€

From the ninth family member onwards, 3,100€ will be added for each new eligible member.

The formula for calculating the family income is as follows:

The income threshold of the family unit will be obtained by adding the general taxable base and the taxable base from saving and/or investments, with regard to personal income tax of all the members of the family unit. From the sum of these two amounts, a quantity that is automatically generated from the tax declaration, will be subtracted.

Income obtained by members other than those who are financially supporting the student will be calculated at 50%.

The final decision will be determined taking into account the family income, the indicative wealth thresholds and other family circumstances that will be considered by the Grants Committee.

Aid may be refused on the grounds that there is a discrepancy between income, declared assets and expenditure, or that the income and/or need for such a grant cannot be precisely established.

Documentation to be submitted:

All applicants must submit, before the application deadline as per the various start dates, the following completed documentation:

- The application form must be completed and signed by the applicant.
- A motivation letter stating the reasons for applying for the academic financial aid.
- Photocopy of the income tax return corresponding to the last fiscal year submitted by the parents, guardians or person responsible for your financial support.
- In the event where you are not obliged to present an income tax return; documentation proving that you are officially in this situation as well as a certificate of declared assets or a document showing any income obtained.
- Proof of income over the last three months (payslips, etc.).
- Freelance and self-employed professionals must submit the last four quarterly VAT returns.
- Other documentation that, at the candidate's discretion, accredits the above.

2.4. International-Financial Grant I

The study grant offered by Le Cordon Bleu Madrid is available exclusively to international candidates.

The quantity applicable for this type of financial aid is **6,000€**, where students enrolls in a diploma programme in any of our disciplines. This quantity will be distributed evenly over the total programme price where it is proportionally applied to each certificate, hence amounting to 2,000€ (per certificate).

Documentation to be submitted:

All applicants must submit, before the application deadline as per the various start

- Completed, dated and signed application form.
- Motivation letter written by the candidate (max. 650 words).
- Video explaining your motivation (1-2 min)
- Video preparing a recepe and talking about your self (máx. 5 min)
Important ranswering the following questions.
- Other documents that the candidate considers of interest for their assessment
(optional).

2.5. International-Financial Grant II (for cases of recognition for advanced standing)

The study grant offered by Le Cordon Bleu Madrid is available exclusively to international candidates.

The quantity applicable for this type of financial aid is **4,000€**, where a student enrolls in a diploma programme in any of our disciplines. This quantity will be distributed evenly over the total programme price where it is proportionally applied to each certificate, hence amounting to 2,000€ (per certificate).

Documentation to be submitted:

All applicants must submit, before the application deadline as per the various start dates, the following completed documentation:

- Completed, dated and signed application form.
- Motivation letter written by the candidate (max. 650 words).
- Video explaining your motivation (1-2 min)
- Video preparing a recipe and talking about yourself (máx. 5 min) Important answering the following questions.
- In case of validation based on academic qualifications, attach transcripts and academic certificate.
- In case of validation based on work experience, attach the updated CV.
- Other documents that the candidate considers of interest for their assessment (optional).

2.6. Commended for Academic Excellence

Financial aid which rewards academic excellence and work carried out at the institute. It is awarded to the best academic transcript of the superior certificates in each of the Institute's disciplines, where this must be successfully completed and include an academic record which demonstrates this.

This grant is awarded by the Technical and Academic Management Team of Le Cordon Bleu Madrid, based on the evaluation criteria of the different academic transcripts which are to be considered. The outcome will be final and no complaints or appeals are admitted.

The students who can benefit from this will receive a grant for a sum of **1,500€**. This amount will be deducted from the total price of a Diploma or Certificate to be taken upon completion of the Diploma from which it is awarded. In the case where the student decides not to study another programme, this quantity will not be refunded or used.

Only one grant of this nature will be offered by discipline in each start date.

No application is required due to the internal nature of the grant.

This aid will only be valid for one year since it is communicated to the student.

3. APPLICATION PROCEDURE AND DEADLINES

3.1. Application procedure

Applications for any of the grants is to be made online by sending an e-mail to the following email address: **madridscholarships-ayudas@cordobleu.edu**

3.2. Application dates

The application deadlines are set in accordance with the start dates of each term.

- For the Family-Financial Grant I

There are **three** start dates for this type of grant:

- Intake: April
Application dates from 1 January to 30 January.
- Intake: October
Application dates from 1 July to 30 July.
- Intake: January
Application dates from 1 October to 30 October.

- For the Family-Financial Grant II

There are **two** start dates for this type of grant:

- Intake: July/August
Application dates from 1 April to 30 April.
- Intake: October
Application dates from 1 July to 30 July.

- For the International-Financial Grant I

- Intake: January
Application dates from 1 October to 30 October.
- Intake: October
Application dates from 1 July to 30 July.

- For the International-Financial Grant II

- Intake: July/August
Application dates from 1 April to 30 April.

4. OUTCOME NOTIFICATION

The decision made by the Grants Committee shall be final and will not admit any complaint or claim. All decisions will be communicated to the applicants within 10 working days from the application deadline.

This notification, which will be made both verbally and in writing, will state the payment dates and method of payment of the chosen programme as well as the conditions relating to the grant offered.