



LE CORDON BLEU[®]
MADRID

STUDY GRANT GUIDELINES



ÍNDICE

GENERAL CONDITIONS	3
GRANT TYPES	5
1. Family financial grant I.....	5
2. Family financial grant II (for validation cases)	7
3. Help to your high cuisine dream.....	9
4. Mention for excellence	10
APPLICATION PROCEDURE AND DEADLINES	11
1. Procedure	11
2. Application deadlines	11
RESOLUTION COMUNICACION	12



GENERAL CONDITIONS

- The aid offered by the LE CORDON BLEU-UFV S.L. haute cuisine school, hereinafter LCB Madrid, is not compatible with each other. It is advisable to exclusively request the aid that, for academic, financial or family profile, is most beneficial for each student.
- Only will be processed those aid requests with the complete documentation and submitted within the established deadlines.
- In general, to obtain any aid, it will be necessary to enrol in a Diploma, these being: Cuisine Diploma, Pastry Diploma, Spanish Cuisine Diploma.
- To apply for and benefit from any of the grants offered, it will be essential to pass the LCB Madrid admission process, as well as comply with the legal requirements and the School's admissions, enrolment and payment regulations.
- The application for aid may be made in parallel to the admission process or after the end of the admission process. In both cases, the student must respect the deadlines described in the Admissions, Tuition and Payment Method Regulations in order to complete the process.
- In the event that the candidate is not a beneficiary of the aid, he will not be obliged to take the program to which he applied, being exempt from any commitment to communicate to the LCB Madrid Committee at the time he receives the resolution.
- The beneficiary candidate must be responsible for their use before the educational institution that grants it. Therefore, the student should commit to good results and maintain an attitude of work and permanent effort throughout the academic course(s).
- The application submission for any of the calls implies the express acceptance of the criteria and decisions that the Grants Committee may agree on. The committee may request additional documentation and interviews, with the aim of learning more about family circumstances in each case.
- The Grant Committee determines the granting of the same, according to the fulfilment of the established requirements and the economic availability of the fund allocated in each call.
- The allocation of aid shall meet the criteria set for each type. Taking these into account and assessing all the documentation provided by the candidate, the Grant Committee shall decide on the allocation thereof.
- In family financial grant, non-documentation or the inability to determine household income may result in the refusal of aid.

- This aid system is developed according to the structure of Le Cordon Bleu diplomas. In the case of allocation, the discount of the amount of the aid shall apply in its entirety to the registration of the diploma, corresponding proportionately to each certificate a certain amount. If the aid is revoked, this distribution shall be taken into consideration in calculating the proportional part of the aid.
- The grant may be revoked in the following cases:
 - o Non-compliance with the Admissions Regulations, registration and method of payment and/or the academic and administrative regulations and procedures of LCB Madrid.
 - o Not passing the exams.
 - o Cancellation, interruption and/or postponement of the program.
 - o Loss of the course due lack of attendance.

If any of the above-mentioned cases occur, the warnings arising from such non-compliance will apply, together with the automatic and immediate revocation of any of the grant. Consequently, the student will have to pay the School, within 15 days of the written notification of the loss of the grant, the proportional share of the grant of the no completed certificates.

- The described application conditions are applicable to all aid, except for the study grant called "Mention to Excellence", in which no application is required.



GRANT TYPES

1. Family financial grant I

The family financial grant I granted by LCB Madrid is available for those who want to start a diploma at the School, tax in Spain and whose family and / or financial situation requires.

The amount of this aid is **6,000 euros** applicable in the enrolment of a diploma from any of our disciplines. This amount shall be applied in a comprehensive manner to the total price of the program, corresponding in proportion to each certificate an amount of 2,000 euros.

The selection and subsequent allocation of family-financial grant shall, in general and objective terms, be addressed to the income level of the applicant student.

In this way the selection criterion will be:

- In the first instance, the family-financial situation of the student or his own family unit, if any, will therefore be asked for his certificate of income or, failing that, a certificate of no obligation to have filed the declaration.
- In the second instance, when the student lives with his parents and they are the primary supporters of the student, the parent's family unit criterion will be taken into service, so the student's income certificate will be requested.

The AEAT, for the purposes of the IRPF, establishes as a family unit:

- In case of marriage:

That consisting of non-legally separated spouses and, if any, the following:

- Minor children*, except for those who, with the consent of the parents, live independently of them.
- Children of legally incapacitated age subject to parental authority extended or rehabilitated.

() Adulthood in Spain is set at the age of 18.*

- In the case of marriage or in cases of legal separation:

The one formed by the father or mother and all children who live with one or the other and meet the requirements for the above modality.

The following conclusions can be drawn from the legal regulation, for tax purposes, of the family unit modalities:



- Any other family grouping other than the above does not constitute a household for the purposes of the IRPF.
- No one can be part of two family units at the same time.
- The determination of the members of the family unit shall be made in accordance with the situation on 31st December of each year.
- Therefore, if a child turns 18 during the year, he or she will no longer be part of the household in that tax period.

In view of the social purpose of these scholarships and, to the limitations of the fund, the following thresholds shall be 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 member, 3,100 euros will be added for each new computable member.

La fórmula de cálculo de la renta familiar es la siguiente:

The income threshold for the household shall be obtained by adding the general tax base and the taxable amount of savings for the purposes of the IRPF of all members of the household. This amount will be deducted from the fee resulting from the self-cleaning.

Proceeds from members other than the main supporters will count at 50%.

The final decision shall be determined considering the family income, the indicative thresholds for assets and other family circumstances to be assessed by the Grant Committee.

The aid may be rejected as a contradiction between income, declared assets and expenses, or because the income and/or need for assistance from the household cannot be precisely established.

All candidates must submit, before the deadline of each of the calls, the following complete documentation:

- Application completed, dated and signed.
- Letter stating the reasons why you are requesting the study.



- Photocopy of the income declaration corresponding to the last fiscal year submitted by the parents, guardians or the person responsible for the payments.
- If you are not required to file income declaration, proof of being in this situation and certificate of assets or document reflecting the income earned.
- Proof of income for the last three months (payroll, etc.).
- Liberal and self-employed professionals must file the last four quarterly VAT returns.
- Other documentation that, at the candidate's discretion, proves the statement.

After the assessment of the documentation received by the Grant Committee and, after the completion of the admission process, the resolution of the application will be communicated within 10 working days following the end of the application period.

The resolution of the Grant Committee will be final and will not accept any complaint or complaint.

2. Family financial grant II (for validation cases)

The economic-family aid II granted by LCB Madrid is available for those who want to start a diploma at the School, tax in Spain and whose family and / or economic situation so requires. This aid applies to validation cases and will only be granted to candidates who have passed the process to validate the basic certificate of any of our disciplines.

The amount of this aid is **3,000 euros** applicable in the enrolment of a diploma from any of our disciplines. This amount shall be applied in a comprehensive manner to the total price of the programme, corresponding in proportion to each certificate an amount of 1,500 euros.

The selection and subsequent allocation of economic-family aid shall, in general and objective terms, be addressed to the income level of the applicant student.

In this way the selection criterion will be:

- In the first instance, the economic-family situation of the student or his/her own family unit, if any, will therefore be asked for his income certificate or, failing that, a certificate of no obligation to have filed the declaration.
- In the second instance, when the student lives together with his/her parents and they are the main supporters of the student, the parent's family unit criterion will be taken into consideration, therefore the latter's income certificate will be requested.



AEAT (Spain's Tax Office) establishes as a family unit:

- Marriage:

The one integrated by the spouses not legally separated and, if any:

- Underage children*, except for those who, with the consent of the parents, live independently of these.
- Children of age who are legally disabled, subject to parental authority extended or rehabilitated.

() Adulthood in Spain is set at the age of 18.*

- In default of marriage or in cases of legal separation:

The one made up of the father or mother and all the children who live with one another and meet the requirements set out for the previous modality.

The following conclusions can be drawn from the legal regulation, for fiscal purposes, of the family unit modalities:

- Any other familiar group different from the previous ones does not constitute a family unit to effects of the IRPF.
- No one will be able to be part of two-family units at the same time.
- The determination of the members of the family unit will be made in accordance with the situation on 31 December of each year.
- Therefore, if a child turns 18 during the year, he or she will no longer be part of the family unit in that tax period.

In view of the social purpose of these scholarships and, due to the funds limitations, the following thresholds will be 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 member, 3.100€ will be added for each new computable member.



Family income calculation formula is:

The income threshold of the family unit shall be obtained by adding together the general tax base with savings' tax base for IRPF's purpose of all family unit members. This amount will be deducted from the self-assessment resulting quota.

The income obtained by members other than the main supporters will only count 50%.

The final decision shall be determined considering family income, assets thresholds and other family circumstances, to be assessed by the Aid Committee.

The aid may be dismissed as a contradiction between income, declared assets and expenses, or because the income and/or need for assistance from the family unit may not be accurately established.

All candidates must submit the following documents, duly filled, before each call deadline:

- Application form duly signed and dated.
- Letter stating the reasons why you are requesting study assistance.
- Photocopy of latest tax year's income declaration submitted by the parents, guardians or the person responsible for the household payments.
- If you are not required declare income taxes, proof of being in this situation together with an assets certificate a document reflecting the income earned.
- Proof of income for the last three months (payroll, etc.).
- Freelance and self-employed professionals must file the last four quarterly VAT returns.
- Other documentation that, at the candidate's discretion, proves the statement.

Once the Grant Committee has analysed the received documents and after completion of the admission process, the Committee's resolution will be communicated within 10 working days after application deadline.

The Grant Committee's resolution is final, and will not accept complaints nor claims.

3. Help to your haute cuisine dream

This study aid from LCB Madrid is available exclusively to international candidates.

The amount for this aid is **3,000 euros** applicable at the time of enrolment in any of our disciplines' diplomas. This amount shall be applied in a comprehensive manner to the total price of the programme, corresponding in proportion to each certificate an amount of 1,000 euros.

All candidates must submit the following documents, duly filled, before each call deadline:



- Application form duly signed and dated
- Letter of motivation written by the candidate (máx. 650 words)
- A video CV (max. 90 seconds) -
- Other documents the candidates consider of interest for their assessment (optional).

Once the Grant Committee has analysed the received documents and after completion of the admission process, the Committee's resolution will be communicated within 10 working days after application deadline.

The Grant Committee's resolution is final, and will not accept complaints nor claims.

4. Mention for excellence

Grant that rewards the excellence when studying and working at the School. It is granted to the best intermediate certificates record among all the disciplines at the School. Exams and academic records have to be successfully passed.

This aid is granted by LCB Madrid's Technical and Academic management, considering proposed candidates' evaluation criterion and academic records. The resolution is final, and will not accept complaints nor claims.

The beneficiary student will receive an aid of 1,500€, which will be deducted from the final price from his or her discipline's Superior certificate.

If the selected file corresponds to a student enrolled in a diploma, the School will proceed to make the payment of the amount of the aid before the completion of its studies.

Only one Mention for Excellence aid will be granted per quarter.

No application is required as this aid is internal to the school.



APPLICATION PROCEDURE AND DEADLINES

1. Procedures

The application for any of the aid is made online via the email provided: **scholarships-ayudaslcbm-cordonbleu.edu**, attaching all necessary documentation and within the deadlines set for this.

The deadlines for calls are set according to the beginning of each quarter.

2. Deadlines

- For Family financial grant I aids:

This aid has **four** calls:

- Call: April. Deadline for submission **from January 1st to January 30th.**
- Call: July. Deadline for submission **from April 1st to April 30th.**
- Call: October. Deadline for submission **from June 20th to July 19th.**
- Call: January. Deadline for submission **from October 1st to October 30th.**

- For Family financial grant II aids:

This aid has **three** calls:

- Call: April. Deadline for submission **from January 1st to January 30th.**
- Call: July. Deadline for submission **from April 1st to April 30th.**
- Call: January. Deadline for submission **from October 1st to October 30th.**

- For Help to your haute cuisine dream aids:

It may only apply to courses starting in the **third call of the year**; that is, in the **quarter** from July to September, with the deadline for the submission of the application **from April 1st to April 30th.**



COMMUNICATION OF THE RESOLUTION

Once the Grant Committee has analysed the received documents and after completion of the admission process, the Committee's resolution will be communicated within 10 working days after application deadline.

The Grant Committee's resolution is final, and will not accept complaints nor claims.

Such communications, which will be made both verbally and in writing, will reflect the program's periods and methods of payment, as well as the conditions resulting from the aid.

