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| LLM in International and European Law |

Waiver Application

This document concerns the **waiver application** for the Master of Laws (LLM) Programme in International and European Law (“PILC”) at the Institute for European Studies (IES), Vrije Universiteit Brussel.

**The LLM Programme offers a number of scholarships that take the form of comprehensive or partial tuition fee waivers**. The waivers aim at ensuring that applicants with different backgrounds and financial means are able to access the Programme. As such, they are an important element in the Programme’s diversity from viewpoints such as gender, culture and geography.  A waiver can be applied for by writing a personal statement in the relevant section of the application form. **Applications for a waiver are assessed separately from, and have no impact on the assessment of the applicant’s admission to the programme. The waiver application is assessed on the basis of the statement and supporting evidence on the merit and financial need**. Comprehensive waivers are available only for applicants in cases of “particular need and merit”. A comprehensive waiver covers the entire cost of the tuition, deducted by the annual registration fees (€1,000) payable to the VUB and the IES, so it amounts to €13,000 – €1,000 = €12,000. A partial waiver is €6,500, leaving to the student the remaining part and the annual registration fees payable to the VUB and the IES (so €5.500 + €1.000 = €6.500). The fees of either €1.000 or €6.500, remaining on the charge of the student, are to be paid within three weeks of receiving the waiver offer for the offer to remain valid.

Due to the very international scope of our Programme, we receive large numbers of highly merited candidates from very varied backgrounds, including some of the poorest countries in the world. In order to allocate the available waivers to the applicants in the fairest and most efficient manner, the Board of the Programme has taken the decision to **assess all waiver applications, received before or on 15 March 2021, by the end of March**. This way, we are able to compare the needs and merits of all the applicants with great care and precision, and take decisions accordingly.

The process will thus be as follows: the waiver applicants with the strongest file will be informed of the positive decision regarding their waiver application, and will be requested to **confirm the acceptance of their waiver and place in the programme by 15 April 2021 by an email and the payment of the first instalment**. Any waiver(s) that is/are **not claimed** in that timeframe will be transferred to the candidate(s) with the next strongest files, submitted by that date, with a similar request to confirm acceptance **by the end of April 2021**. Once all the available waivers have been claimed, all other applicants will be informed.

While awaiting our waiver decision, **we encourage you to consider any other option (in particular external scholarships)** that may be available to enable you to join our Programme, which we believe is a valuable investment in your future. Thus, we truly hope that we are in any event able to have you among the PILC cohort of 2021-2022.

**Before filling in this waiver application**, please be aware that (1) the decision of a comprehensive, partial or rejected waiver will be based on the information provided by the applicant in this form and the documents provided as evidence for such information, and that (2) the provision of incorrect or falsified information will result in expulsion from the Programme.

The information in the application form will be treated as **strictly confidential** and will not be revealed to any other party, nor used for any other purpose, than by the Members of the Selection Committee in order to assess the eligibility of the candidate to a waiver in this LLM Programme.

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| **WAIVER APPLICATION FORM**  LLM in International and European Law  Vrije Universiteit Brussel    ***Academic Year: 2021-2022*** |

**Document checklist**

Please ensure that you send a **complete file**,including all the documents that are applicable. If certain information is not applicable, please indicate so (N/A). When sending in the documents, please make sure the file names start with the code indicated in the table below (W1, W2, etc.).

**Please send your completed Waiver application (see document checklist) via the Application page of the programme’s website**: [**https://www.llminbrussels.eu/application/**](https://www.llminbrussels.eu/application/)

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| **W1.** **The waiver application form duly completed and signed** |  |
| W2. Proof of work and salary *during* earlier studies (if applicable) |  |
| W3. Proof of scholarships during previous studies (if applicable) |  |
| W4. Proof of salaries after studies (payslips) (if applicable) |  |
| W5. [To be filled in for a further document added to the application ] |  |
| W6. [To be filled in for a further document added to the application ] |  |
| W7. [To be filled in for a further document added to the application ] |  |

1. Personal information

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| Last name (surname): |  |
| First name (given name): |  |
| Date of birth: |  |
| Town and country of birth: |  |
| Nationality: |  |
| Current country of residence: |  |
| Gender (female/male/other): |  |
| 1. Financial background |  |
| Previous education  Type of secondary school and university education (please specify if you attended private and/or public schools/universities).  Indicate the cost per year, number of years and source/sponsor of financing.  If you attended multiple universities, please provide information on each of them. | Secondary school: private ( ) or public ( )  Tuition fee (cost) per year:  Source of financing:  University: private ( ) or public ( )  Tuition fee (cost) per year:  Source of financing:  University: private ( ) or public ( )  Tuition fee (cost) per year:  Source of financing: |
| Previous education in countries other than home country  - Type of education  - number of months/years and  - source of financing. | University: private ( ) or public ( )  Number of years:  Tuition fee (cost) per year:  Source of financing: |
| Work during previous studies  If you worked during your previous studies to finance them, please indicate the job and the salary with evidence such as a representative payslip. (W2) |  |
| Financial support (*other than* scholarships) during previous studies  Please specify if you received financial support during your previous studies (e.g. from family, friends). If so, please indicate the number of months/years, the amount and the source. |  |
| Scholarships during previous studies  Please specify if you received scholarships during your previous studies. If so, please indicate the number of months/years, the amount(s) and the source. Please also provide proof (document W3). |  |
| Financial independence after studies    For the time *after* your graduation, please indicate if you have lived independently with your own income and/or savings and/or loans, during the last 2 years before this application.  If you have been working during the past year, please indicate the type and dates of work, and add payslips of the past 3 months (document W4).  If you are not financially independent, please provide a proof of the financial situation of the person/s financially supporting you, and/or of other source(s) of financial support (document W4). |  |

1. Financial plan for the duration of the LLM Programme

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| Savings  Please indicate if you have already secured savings to study in the Programme. If so, please indicate the amount and the source. |  |
| Financial support from family and/or friends  Please indicate if you will receive funding from family and/or friends to study in the Programme. If so, please indicate the amount and the source. |  |
| Loan  Please indicate if it is necessary for you to take a loan, the estimated amount thereof, to finance your studies in the Programme. |  |

1. Motivation of your request for a partial or total waiver

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| **Motivation (max 1 page)** The motivation should be in a narrative form, give complete information on the financial situation of the applicant and explain the specific reasons for applying for a partial or comprehensive waiver. It is not necessary to repeat the information provided above in this applicaiton, but you can use the space to further explain the information given. |

I confirm that the statements in this document are **true and complete[[1]](#footnote-1)**.

I hereby also agree that should my financial situation substantially change after the submission of this waiver application form, I shall inform the Programme of such a change without delay. I also agree to inform the Programme of any other financial aid that I may have received before starting or during the LLM Programme pertaining to the tuition fees. The Programme reserves the right to withdraw a part of a waiver that it may have granted, corresponding to the amount of such received other funding. Failure to inform the Programme about any of the issues mentioned in this paragraph will subject the applicant to a decision to fully cancel the waiver, and may, depending on the gravity and nature of the failure, entail the exclusion of the applicant from the Programme.

Date and place:

[Authentic signature in a scanned form]

1. Incorrect or falsified information will result in expulsion from the Programme. [↑](#footnote-ref-1)