

## Tuition fees exemption campaign on social criteria 2024-2025

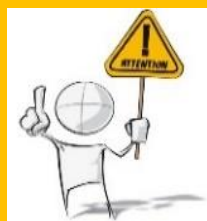
### STEP 2/2

## LIST OF REQUIRED DOCUMENTS

### BEFORE STARTING THE APPLICATION :

Please contact the student affair's office of your department to inform them of your application and obtain the link of the campaign.

### ▲ WARNING ▲



- All documents must be translated into French or English (sworn translations are not compulsory)
- Proof of family resources must indicate the identity of the person concerned and **the annual amount of incomes received in 2023.**
- **Any application that is INCOMPLETE, or includes supporting documents that have not been translated, or are illegible and/or do not correspond to what is required will be rejected.**
- **PDF format** is required, or JPEG for images (photos, scans)

Please read the document entitled « Student Information » which explains the application procedure and the steps to follow.

### BEFORE STARTING

- 1- Check the documents listed in the student information and below
- 2- Upload all the documents and add this note called « List of required documents » which has to be signed, proving that you understood and uploaded all the documents requested.



If your family situation does not allow you to provide the documents requested on the list of required documents ; please contact the registrar's office of your department as soon as possible.

They will contact the Student affairs' office of Grenoble INP – UGA, and more specifically the social-action department, for approval.

## STUDY FUNDING

Indicate all the income plans for the academic year 2024-2025, and declare all the scholarships or funding incomes you are nominated for, even those you are waiting for an answer.

⇒ Upload the copy of the scholarships certificate and/or other funding granted :

- Foundations scholarship (FIRSI, Grenoble INP-UGA, Artelia...)
- Campus France scholarship, Government scholarship, Embassy scholarship
- « Bourse de Couverture Sociale » de Campus France
- Merit scholarship, Excellence scholarship
- International scholarship
- IDEX and EIFFEL scholarships
- Association scholarship, company scholarship
- Mobility grant, regional grant (Erasmus+, Rhône-Alpes-Auvergne...)
- Student loan
- ...

AND/OR

⇒ If you have submitted an application for a grant and/or other fundings are still waiting for an answer, **you must indicate it in the FSA application**.

AND/OR

⇒ Any other allowances have to be added : proof of payment of alimony, an orphan's pension, etc...

## FAMILY STATUS

If you are in a couple, proof of your partner's incomes are mandatory (married, civil union, common law)

### If your partner is a student

⇒ The copy of the attestation of the scholarships and/or other funding allocated for the academic year 2024-2025

### If your partner receives incomes during the academic year 2024-2025

⇒ Employer's certificate stating the monthly taxable amount and the duration of the employment contract (the certificate must state the amount received in figures and in words, occasional student job is not concerned)

AND/OR

⇒ Proof of payment of unemployment benefit and proof of the duration of the payment of the allowance  
(ex : *entitlement for 36 months*)

AND/OR

⇒ Proof of « others » incomes (ex : apprentice) specifying amounts received from January 2024 to July 2024.

### If your partner's situation changes in 2023 or 2024

*Ex: redundancy, unemployment, etc...*

⇒ Proof of the situation's changes and impact on the family's incomes (Ex : certificate of unemployment or redundancy, etc...)

**WITHOUT PROOF, THE NEW FINANCIAL SITUATION WILL NOT BE TAKEN INTO ACCOUNT.**

### If you have one or more dependent children

⇒ A copy of the family record book or any other official document

## PARENTAL INCOMES

### Your parents or legal representatives live in France

- ⇒ The copy of the **tax notice assessment of 2024 regarding the incomes received in 2023** of your parents or legal representatives.

AND/OR

- ⇒ The copy of the certificate from the French Family Allowance Fund (CAF) from January 2024 to July 2024 : solidarity allowance, activity allowance, disabled adult allowance, etc...

AND/OR

- ⇒ Proof of « other » income specifying the amounts received from January 2024 to July 2024 : unemployment benefit, etc., together with the duration of the payment (*ex : entitlement for 36 months...*)

### Your parents or legal representatives receive income from abroad

- ⇒ The copy of the **ANNUAL incomes of 2023** of your parents or legal representatives :

- The tax notice **assessment of 2024** regarding the **incomes received in 2023**
- OR the salary statement for December 2023, IF AND ONLY IF the amount of annual taxable income IS SPECIFIED. (Monthly salary statements are not accepted).
- **OR any** certificate from the employer of the parents or legal representatives indicating the **ANNUAL taxable amount** of income received in 2023 **IN EUROS**.

→ This certificate must specify the annual amount received **BEFORE the deduction of any taxes and/or credits and written in numbers and letters.**

AND/OR

- ⇒ Certificate of « other » incomes specifying the amounts received from January 2024 to July 2024: unemployment benefit, solidarity allowance, retirement pension, property income, disabled adult allowance, family allowance, etc., together with the duration of payment, e.g. rights opened for 36 months...

### If one of your parents or legal representative is affected by a change of situation in 2023 or 2024

*Example : divorce, redundancy, illness, unemployment, etc...*

- ⇒ Any document certifying the changes in the situation and the impact on the family incomes  
*Examples: certificate of unemployment or redundancy, certificate of divorce, invoices for medical expenses remaining to be paid, etc...)*

**WITHOUT SUPPORTING DOCUMENTS, THE NEW FINANCIAL SITUATION WILL NOT BE TAKEN IN CONSIDERATION**

## BROTHERS AND SISTERS

- ⇒ The copy of the family record book or family register, or any other official document mentioning ALL THE MEMBERS OF THE FAMILY (identity and dates of birth of parents and brothers and sisters)

**Only brothers and/or sisters financially dependent on their parents during the academic year 2024-2025 have to be declared.**

### Brothers and sisters fundings

- ⇒ The copy of scholarship certificate allocated for your brothers and sisters during the academic year **2024-2025**

AND / OR

- ⇒ The copy of internship/apprenticeship allowances received by your brothers and sisters for the academic year **2024-2025**

## BANK STATEMENT

- ⇒ Official bank details provided by your french bank with your FAMILY NAME, FIRST NAME and your postal address in France, for the academic year 2024-2025.

## DECLARATION OF HONOR

According to Article 441-6 of the Code of Criminal Procedure :

« The fact of knowingly providing a false or incomplete declaration with a view to obtaining or attempting to obtain, to have obtained or to attempt to have obtained from a public person, a social protection body or a public service body an allowance, a benefit or an undue advantage is punishable by two years imprisonment and a fine of €30,000. »

**By signing with your first and last name**, you certify on your honour the accuracy of the information provided in your file, and have taken note of the risks incurred in the event of a false declaration. Any false declaration is liable to penal and disciplinary sanctions with a review of the opinion of the Grenoble INP - UGA 's Student Social Committee and payment of the fees due.

## **STATEMENT OF UNDERSTANDING:** list of documents to be supplied

***Mandatory : read it, sign it and upload it :***

I, Family name .....First name .....the undersigned,

certify :

- that I have understood and read the list of supporting documents to be uploaded to my file
- that I have strictly identified the admissible supporting documents
- that I am aware and understand that if my application contains supporting documents that do not align with what it is expected, my application for exemption of tuition fees based on social criteria will not be examined by the members of the Student Social Committee.

Date : .....Place : .....

Signature :