Exceptional Study Aid campaign
Grenoble INP
2023-2024

Step 1/2
Application procedure and steps
Students Information and Frequently Asked Questions (FAQ)

PUBLIC CONCERNED

ANY STUDENT enrolled in initial training, in a preparatory cycle, in a bachelor's degree, in an engineering cycle or in a master's degree in one of the department of Grenoble INP-UGA.

STUDENTS WITH APPRENTICE OR STAGIAIRE STATUS ARE NOT ELIGIBLE.

The administrative registration at Grenoble INP-UGA is mandatory to apply.

SCOPE

The Exceptional Study Aid :

- ⇨ is aimed at students in serious financial difficulty who apply for it
- ⇨ is awarded in a single payment for the whole academic year 2023-2024

CAMPAIGN OPENING DATES

- ⇨ Application begins : **Monday, October 16, 2023**
- ⇨ Closing date for applications : **Sunday, November 20, 2023**

COMMITTEE SCHEDULE

- ⇨ The Student Social Commission for the Exceptional Study Aid will be held in a single session **at the end of January 2024**
- ⇨ A notification of the final decision will be sent by e-mail, to the address email written in your application by **enf of February 2024**

RECOMMENDATION

▲ Important information ▲

We invite you to fill in your application the most carefully.

If any supporting document is missing or does not align with the requirements of the application, it will not be examinated and the application will be systematically refused.

Please note that any false declaration is liable to penal and disciplinary sanctions with a review of the opinion of the Social Commission of Grenoble INP.

If you have already SUBMITTED a FULL file for a fee exemption for this academic year through the FSA/313 or FSA/315 campaign

Procedure to follow

1. Create your personal space
2. Fill in the first tab **"Student"**
3. Click on **"yes"** to the question **"1st step".**
   If your situation has changed since you applied for exemption,
   Examples: Favorable or unfavorable response to your scholarship application, change in family situation: unemployment, retirement, dismissal, illness, death, divorce, birth, etc....)
   add the new documents to your file
   WITHOUT PROOF, THE NEW SITUATION WILL NOT BE TAKEN INTO ACCOUNT
4. If no change has occurred,
   click on "no", then on **"Validate"** and on **"submit yout application".**
   We will take back your data filed in the FSA 313 or FSA 315 exemption campaign

USEFUL ADDRESSES

⇨ **SOS Application** : If you have any difficulties in completing your application, contact the registrar's office of your department:

- **La Prépa des INP**: laprepa.aee@grenoble-inp.fr
- **Grenoble INP - Ense³, UGA**: ense3.aee@grenoble-inp.fr
- **Grenoble INP - Ensimag, UGA**: contact_scolarite@ensimag.fr
- **Grenoble INP - Esisar, UGA**: esisar.aee@grenoble-inp.fr
- **Grenoble INP - Génie industriel, UGA**: genie-industriel.aee@grenoble-inp.fr
- **IAE Grenoble - INP, UGA** (et Valence): scolarite-iae@grenoble-iae.fr
- **Grenoble INP - Pagora, UGA**: pagora.aee@grenoble-inp.fr
- **Grenoble INP - Phelma, UGA**: scol-action-sociale@phelma.grenoble-inp.fr
- **Polytech Grenoble - INP, UGA**: polytech.aee@grenoble-inp.fr

⇨ **SOS Technical** in case of technical problems: **sos.aee@grenoble-inp.fr**

Please check the "Frequently Asked Questions" (FAQ) at the end of this document.
Messages containing a question already referenced in the FAQ will not be processed by the SOS team.

▲ REQUIRED▲

For each message sent to **SOS Application** or **SOS Technical**, please indicate your :

- **Last name**
- **First name**
- **FSA file number**
- **School**

LIST OF THE REQUIRED DOCUMENTS

⇨ Please refer to the document « **Exceptional Study Aid campaign - List of required documents** »

▲ WARNING ▲

- **Any INCOMPLETE file, or with untranslated or inelegible documents and/or documents that do not align with the requested document <u>will not be examined</u>.**
- All documents <u>must be translated</u> into French or English.
- The documents proving family resources must indicate the identity of the person concerned and the ANNUAL amount of income received in the year 2022.
- **Salary slips are not allowed.**
- **PDF format** is required, or JPEG for images (photos, scans)

ACCESS TO THE CAMPAIGN

Here is the link to the 2023-2024 Exceptional Stydy Aid campaign:

https://applicationform.grenoble-inp.fr/FSA/314/

GENERAL INFORMATION

⇨ When all the fields of the file are filled in, the file is considered **COMPLETE** by the application
It can then be **SUBMITTED**.

⇨ During the campaign you can :

- Fill in the application form
- Attach the requested documents
- Modify incomplete application
- Modify the complete but not submitted application
- Submit the application - **<u>After submission you will not be able to modify your application anymore</u>**

The software allows you to complete the application <u>in several times.</u>

<u>REMEMBER TO SAVE</u> after filling in all the fields in a tab,

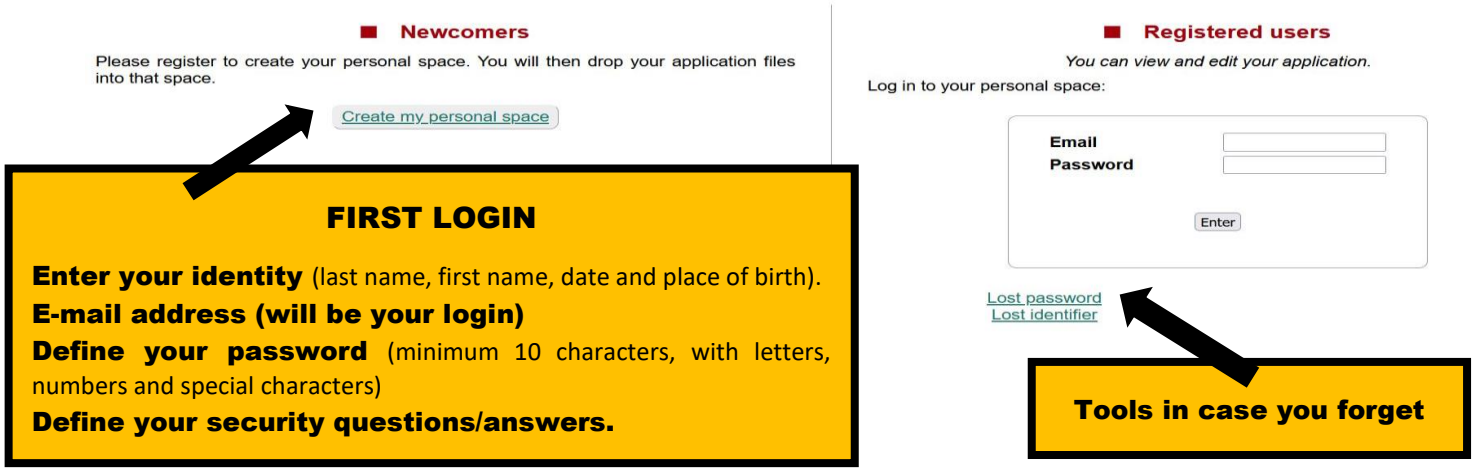
by clicking on ➡

MAIN SCREENS

The application campaign opens on **Oct 16, 2023** and closes on **Nov 19, 2023**.

Key dates:
- Campaign opening: **October 16, 2023**
- Deadline of application: **November 19,2023 midnight** - no additional time will be granted
- Examination of the applications by the Student Social Committee: **End of January 2024**
- Answer's period: **end of February 2024**, Receipt of a notification **via the email address** written

Campaign dates

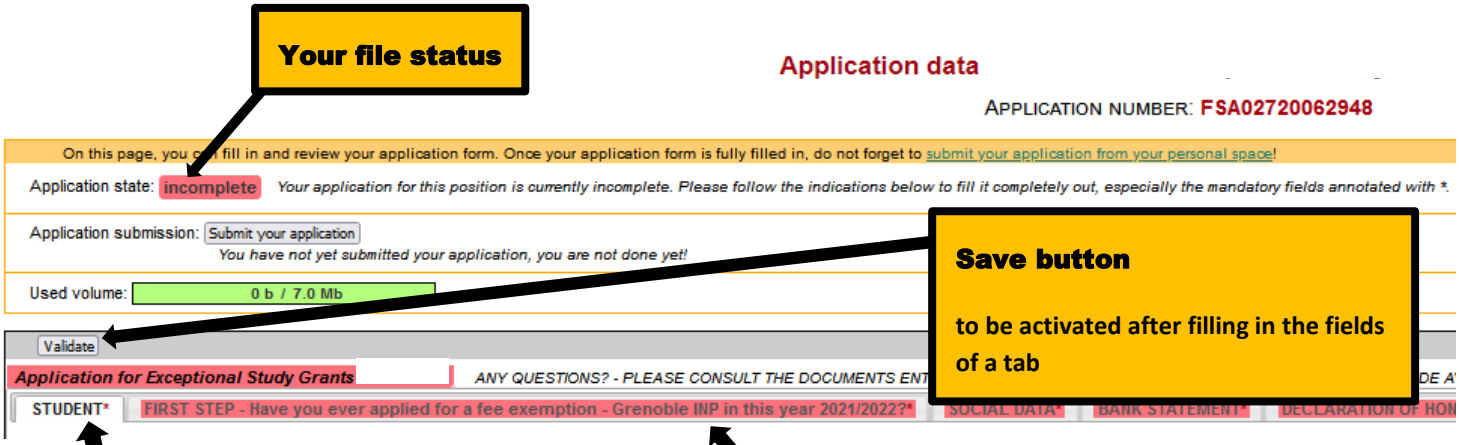


FIRST LOGIN

Enter your identity (last name, first name, date and place of birth).
E-mail address (will be your login)
Define your password (minimum 10 characters, with letters, numbers and special characters)
Define your security questions/answers.

Tools in case you forget

APPLICATION FILE



Your file status

Save button

to be activated after filling in the fields of a tab

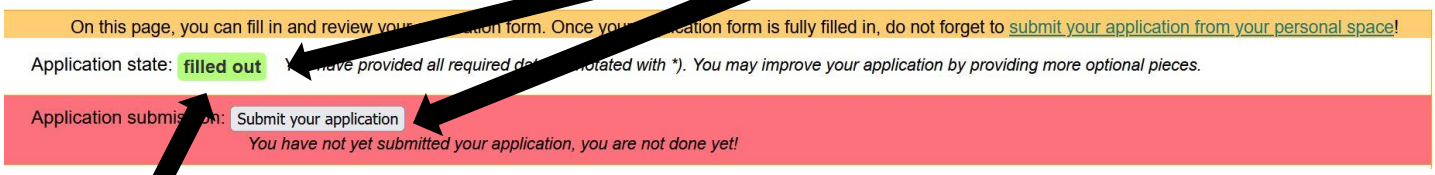
White tab = fields filled in completely and validated

Red tab = fields not completed, or partially completed, or not validated

FILE VALIDATION

⇨ COMPLETE file ready for submission

Your status file before submission

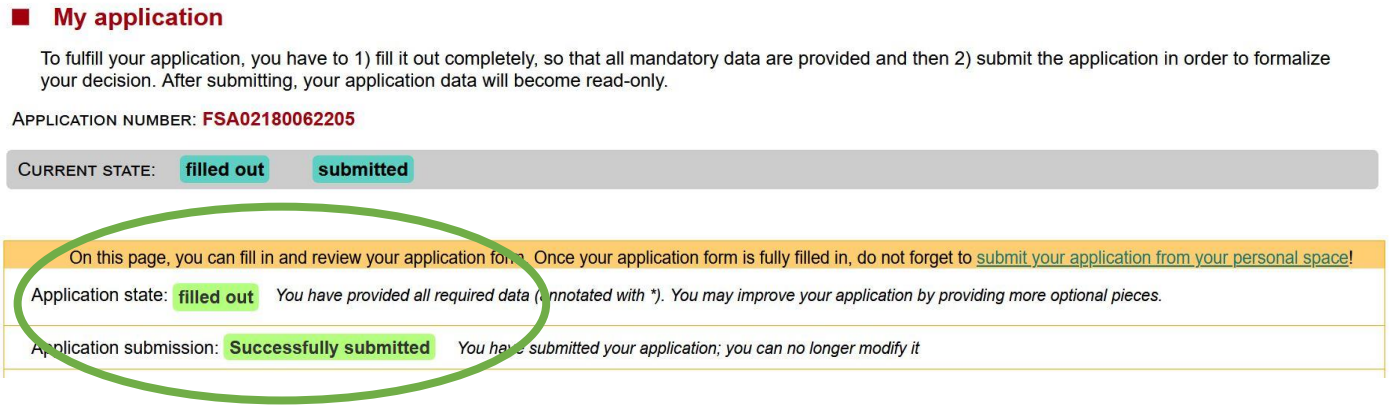


FILLED OUT = COMPLETE Your application file contains all the required documents

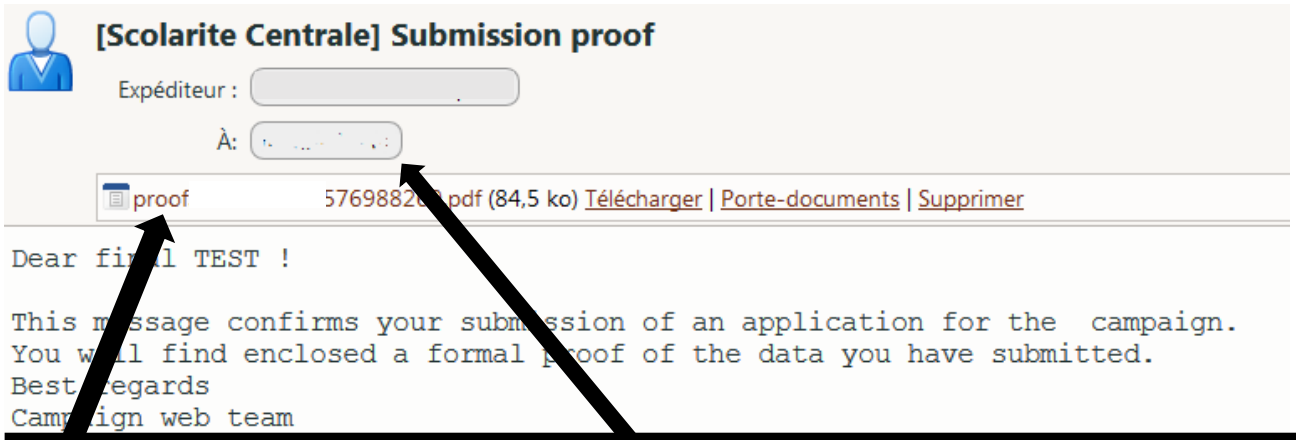
You can still modify it or add documents

Once submitted, your application cannot be modified

⇨ COMPLETE file successfully submitted



RECEIPT OF A CONFIRMATION EMAIL

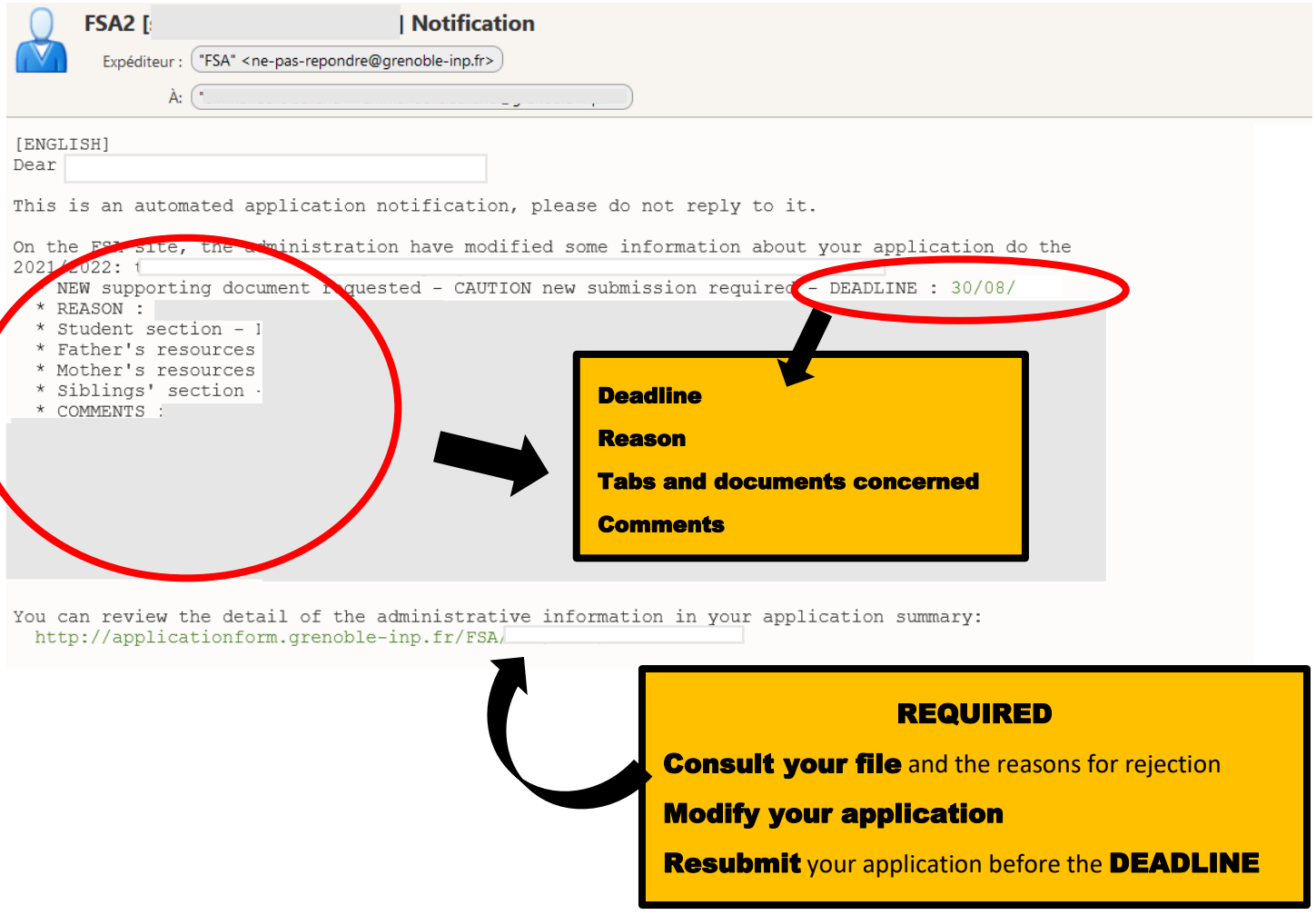


Your **file in PDF format** is sent to the address you gave when you created your personal account (LOGIN)

RECEIPT OF A MODIFICATION EMAIL

During the review of your application, **if your application is invalidated**, you will receive an automatic notification.
You will find :

- the reasons for the rejection
- the changes to be made before the DEADLINE
- possible comments



REQUIRED

Consult your file and the reasons for rejection

Modify your application

Resubmit your application before the **DEADLINE**

See below
the Frequently Asked Questions
(FAQ)

Frequently Asked Questions (FAQ)

PERSONAL ACCOUNT ?

PERSONAL ACCOUNT

To create your personal account on the application, you must fill in all the fields.
The **email address** you provide will be used for all communication with you and **will be your LOGIN ID** to connect to the application.
The other information will allow our services to identify you and if needed in case you forgot your password.

PASSWORD / USER ID LOST ?

HOW CAN I REMIND MY PASSWORD ?

You forgot or lost your password : you will be able to choose a new one if you answer all the questions by clicking on *"Forgotten your password"* from the *"Already registered"* home page.
If it does not work, send us a message with your last and first names to the following address **:**

sos.aee@grenoble-inp.fr

I LOST MY LOGIN :

Your login is your email address: the one you gave when you registered.
If you don't remember it, please click on *"Forgot your identifier"* and fill in the requested fields "Last name - First name and date of birth".

TRANSLATION OF DOCUMENTS ?

IS THE SWORN TRANSLATION REQUIRED ?

All documents must be translated into **French** or **English**.

Sworn translations of the documents are not mandatory; however, the original **AND** the translated version must be uploaded.

I'M NOT ABLE TO GATHER ALL THE SUPPORTING DOCUMENTS ?

WHAT IF I'M NOT ABLE TO SUPPLY THE FAMILY RECORD BOOK ?

You must produce **a signed and dated sworn statement** listing the full names and dates of birth of all your family members, parents and siblings, indicating those who are financially dependent on your parents during the academic year 2023-2024.

SPECIAL SITUATION

If your family situation does not allow you to provide all the requested documents :

- ⇨ Contact the Registrar's office of your department on the **SOS Application** addresses **(listed above in "Useful Addresses")**

I WANT TO ADD OR MODIFY A DOCUMENT

UNFORESEEN CHANGE OF SITUATION

An event has occurred after your application was submitted and has changed your family situation (unemployment, redundancy, illness, divorce, retirement, etc.):

- ⇨ Contact the Registrar's office of your department on the **SOS Application** addresses **(listed above in "Useful Addresses")**.

MODIFY OR ADD A DOCUMENT AFTER SUBMITTING MY APPLICATION

Once your application has been validated, you can no longer modify it.

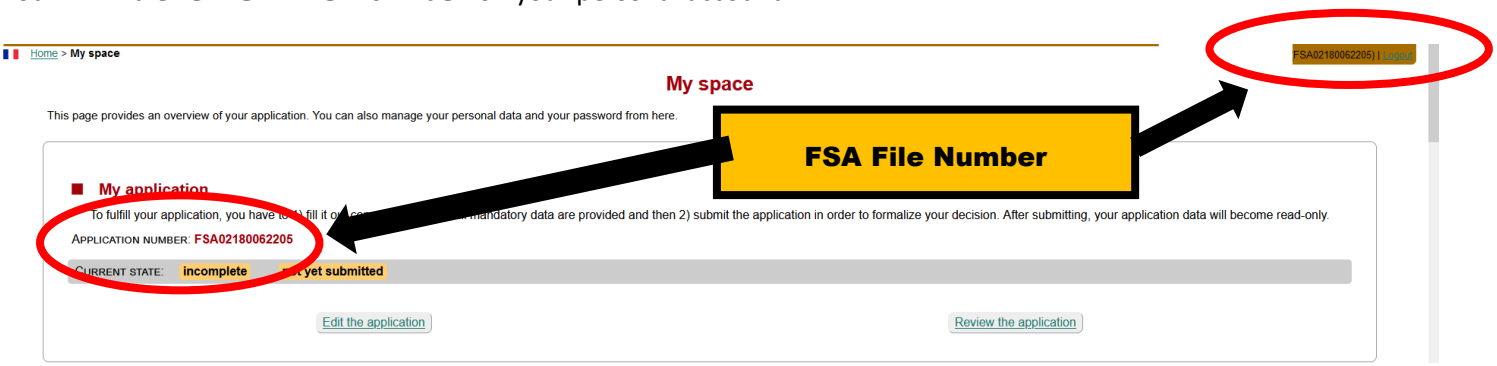
- ⇨ Contact the Registrar's office of your department on the **SOS Application** addresses **(listed above in "Useful Addresses")** with the new supporting documents **before november 19, 2023, deadline of the campaign.**

▲ REQUIRED▲

For each message sent to **SOS Application** or **SOS Technical**, please indicate your :

- **Last name**
- **First name**
- **FSA file number**
- **School**

You will find **the FSA file number** on your personal account :



I CAN NOT FIND AN ANSWER TO MY QUESTION

If you cannot find the answer to your question, please contact **SOS Application** (addresses listed above in "Useful addresses"), giving your **full name**, **school** and **file number** and explaining the problem met.