



Dr. Hepner Memorial Scholarship

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Guidelines for Granting the Scholarship



Scholarship is awarded by: in co-operation with:	JFKS Berlin Alumni e.V. Sue Hepner and family
Title of the Scholarship:	Dr. Hepner Memorial Scholarship
Focus:	Furthering/supporting post-secondary education
Target Group:	Graduates of the John-F.-Kennedy-School Berlin of each current graduation class (Abitur/High School Diploma), who have overcome significant personal obstacles (e.g. illness, family problems) in order to successfully complete their secondary education, and who now plan to acquire post-secondary education at a university/college.
The scholarship is awarded:	in June of each year
Duration of Scholarship:	Onetime payment of €1,000 (one thousand) to be paid out within the calendar year of granting the award or when the study begins, at the latest in the following calendar year. If the recipient has not started his post-secondary education by the end of the following calendar year, the scholarship will be forfeited and the money will not be paid out.
Jury and Application Period:	At the beginning of each year, the board of the JFKS Berlin Alumni e.V. announces the composition of the jury and the application period for the scholarship.



Application Period:

The application period should encompass up to four weeks.

Application:

Applicants can apply independently for the scholarship. Application forms are available for download from the Alumni website www.jfks.net or can be requested by e-mail alumni@jfks.net

The procedure consists of two steps.

Step 1)

The application has to be submitted in due time in writing and with all required evidence. It must either be mailed (date postmarked) to:

JFKS Berlin Alumni e.V.
c/o John-F.-Kennedy-Schule
Teltower Damm 87-93
14167 Berlin

or e-mailed to: alumni@jfks.net

Step 2)

Accepted applicants will be invited to a personal interview with a weeks' written notice.

Note: Submitting an application does not guarantee an invitation to a personal interview.

Languages:

German and English are valid languages for the application.



Application Requirements:

1. At least one letter of reference from a teacher
2. Applicant's transcript
3. Letter of motivation answering the following:
 - a) Describe a time where you had to make a difficult decision or overcome an obstacle, which might have hindered you to complete your secondary education. Include in your discussion, how you dealt with this situation, who helped you, the outcome and what you ultimately gained.
 - b) Describe and discuss a cause about which you are passionate (this can be personal, local, national or international etc.).
4. Fully completed and signed application form.

Interview:

Accepted applicants will receive a written invitation with a weeks' notice and be informed about the date, time, and location of the interview.

Re-scheduling the interview:

In case of

a) Illness

In case of an illness, the applicant needs to provide a doctor's certificate. The jury has to be informed in advance of the scheduled interview.

Only under these conditions a new appointment for an interview can be arranged.

b) No-show

If an applicant does not show up for the interview, he or she will be eliminated from the selection process.



c) Prevention

If an applicant is prevented for compelling reasons and informs the jury at least 24 hours prior to the appointment, a replacement date can be agreed once.

If this cannot be done on the part of the applicant, he or she will be eliminated from the selection process.

Notices shall be sent to alumni@jfks.net and also to the High School Counselor.

The Jury consists of:

- a) a board member of the JFKS Berlin Alumni e.V.
- b) a member of the family of Dr. Steven Hepner
- c) the JFKS High School Counselor
- d) the High School Co-ordinator Abitur
- e) the High School Co-ordinator High School Diploma

Every member of the jury can appoint a substitute in case of illness or emergency.

Guidelines for the Jury:

When weighting the criteria for awarding this scholarship, the motivation to find a solution as well as the solution to overcome the obstacles to a successful graduation should be focused upon. The letter of recommendation and the transcript should additionally inform the jury about the applicant's situation.



Obligations:

The jury keeps a record (protocol) of their decision-making and appoints a jury member as a secretary. Decisions are passed by a simple majority of votes.

After the decision-making process has been completed by the jury, applicants will receive the result of their application in writing (by e-mail or post) within one week, at the latest by June 30th of the year.

Announcement:

The result is announced in June of each year.

Notes:

Being a recipient of the Dr. Hepner Scholarship establishes no obligations towards the JFKS Berlin Alumni e.V.

Thus, the scholarship constitutes a tax-free income and is not subject to social duties.

The scholarship does not have to be repaid. It is not a credit.

Payment Requirements:

Prerequisite for the payment of the scholarship is the submission of a valid enrollment certificate by the scholarship holder.

Note:

If the scholarship money is to be transferred to a bank account outside of Germany at the request of the scholarship holder, all costs incurred will be borne by the scholarship holder.

Renewed Application:

A recipient of the Dr. Hepner Memorial Scholarship cannot apply again. Rejected applicants cannot reapply.