



## **Dr. Hepner Memorial Scholarship**

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## **Guidelines for Granting the Scholarship**



<b>Scholarship is administered by:</b> in co-operation with:	JFKS Berlin Alumni e.V. Sue Hepner and family
<b>Title of the Scholarship:</b>	Dr. Hepner Memorial Scholarship
<b>Focus:</b>	Furthering/supporting post-secondary education
<b>Target Group:</b>	Graduates of the John-F.-Kennedy-School Berlin of each current graduation class (Abitur/High School Diploma) with a minimum GPA of 3.0, 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.
<b>The scholarship is awarded:</b>	at the graduation ceremony of each school year
<b>Duration of Scholarship:</b>	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/her post-secondary education by the end of the following calendar year, the scholarship will be forfeited and the money will not be paid out.
<b>Committee and Application Period:</b>	At the beginning of each year, the board of the JFKS Berlin Alumni e.V. announces the composition of the committee and the application period for the scholarship.



**Application Period:**

The application period should encompass at least three weeks.

**Application:**

Applicants can apply independently for the scholarship. Application forms are available at the High School Guidance Counselor's office and for download from the Alumni website [www.jfks.net](http://www.jfks.net) or can be requested by e-mail from [alumni@jfksberlin.org](mailto:alumni@jfksberlin.org) using the jfks.me account or from [alumni@jfks.net](mailto:alumni@jfks.net) using the private e-mail account.

The procedure consists of three steps.

**Step 1)**

The registration for consideration for this scholarship has to be e-mailed by the deadline either to [alumni@jfksberlin.org](mailto:alumni@jfksberlin.org) or [alumni@jfks.net](mailto:alumni@jfks.net)

**Step 2)**

The applicant has to submit the application with all supplemental information by the deadline electronically to the High School Guidance Counselor's office.

**Step 3)**

Applicants admitted to a personal interview will receive an invitation with a two weeks' written notice.

Deadlines for submission depend on the school year and are published with the current registration form.

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. Fully completed and signed registration form.
2. At least one letter of recommendation from a teacher
3. Applicant's transcript
4. Letter of motivation answering the following:
  - a) Describe a time where you had to make a difficult decision or overcome a significant 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.).

**Interview:**

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

**The Committee consists of:**

- a) a board member of the JFKS Berlin Alumni e.V.
- b) a member of the family of Dr. Steve Hepner
- c) the JFKS High School Guidance Counselor
- d) two additional High School faculty members who know the students well

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



**Guidelines for the Committee:**

Primary consideration when weighing the criteria for awarding the scholarship is to understand what the student's situation was; the severity and duration of their situation.

How did the student overcome obstacles? The committee should find proof for the student's resilience through the written essay and interview process. The letter of recommendation and the transcript should additionally inform the committee about the applicant's situation.

**Obligations:**

The committee keeps a record (protocol) of their decision-making and appoints a committee member as a secretary. A simple majority of votes passes decisions.

After the committee has completed the decision-making process, applicants will receive the result of their application in writing (by e-mail or post) within one week, at the latest by July 15<sup>th</sup> of the year.

**Announcement:**

The result is announced at the Graduation ceremony of each school 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 recipient does not have to repay the scholarship. It is not a loan.

Applications must be submitted electronically. Interviews will preferably be held in person. Due to special circumstances, they may also take place virtually. Refer to the registration form for further details.



**Payment Requirements:**

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

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. Unsuccessful applicants cannot reapply.

Note regarding re-scheduling the interview:

In case of

a) Prevention/Illness

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.

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.

A new appointment for an interview can only be arranged under these conditions.

If the applicant cannot do this, the applicant will be eliminated from the selection process.

Notices shall be sent to [alumni@jfks.net](mailto:alumni@jfks.net) and also to the High School Guidance Counselor.

b) No-show

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