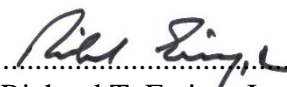


# THE AMERICAN COLLEGE OF SOFIA

Accredited by



APPROVED: .....  
Richard T. Ewing, Jr., Ed.D.  
President

## ACS Rules for Scholarship Grants to Students with Completed Primary Education

### General Procedures

1. These Rules regulate the mechanism of distribution of the funds available to ACS for Scholarship Grants by type of scholarship, criteria for application, criteria for rating of ACS students, the monetary amount of the scholarships, the period for which they are granted, and the scholarship grant process and necessary documents.
2. These Rules aim to:
  - 2.1. Regulate the terms and conditions for Scholarship grants for ACS students;
  - 2.2. Encourage ACS students to achieve high standards in academic, extracurricular or out of school activities.
3. Scholarship funds
  - 3.1. Scholarship funds are provided by the Bulgarian state budget and are determined annually by the Annual Budget Act of Bulgaria and distributed proportionately to the number of eligible students at the school as per art. 4 below;
  - 3.2. When the number of students changes at the beginning of the school year the budget may adapt;
  - 3.3. The scholarships are granted to ACS students once the scholarship funds are received by the school.
4. Eligible students are:
  - 4.1. Enrolled in the Bulgarian program of ACS;
  - 4.2. Citizens of Bulgaria, EU or the Swiss Confederation, long term or permanent residents in Bulgaria.
5. Students are not eligible for the scholarships if they:
  - 5.1. Violate the Good standing according to Part 3, I, II and III and Part 4, I and IX of the ACS Student Handbook or until they return to good standing;
  - 5.2. Interrupt their education (including during an exchange year abroad);
  - 5.3. Repeat the school year, unless due to illness;
6. The spending of the scholarship funds is planned, executed, reported and controlled in compliance with all legal laws and acts of Republic of Bulgaria.
7. The President of ACS nominates a Scholarship Committee which includes members of the Dean's Faculty Advisory Committee (DFAC) and members of the administration.

8. The Scholarship Committee:
  - 8.1. Proposes to the President the distribution of the nominated funds for the calendar year;
  - 8.2. Proposes to the President the criteria for the Monthly Scholarships;
  - 8.3. Proposes to the President the amount and the period for which the scholarship is granted;
  - 8.4. Proposes to the President the procedure, the terms and conditions and application documents for granting of the scholarship;
  - 8.5. Proposes to the President the redistribution of the funds which are not spent due to no eligible students applying;
  - 8.6. Reports to the President the spending of the nominated funds in May and December of each year;
  - 8.7. Administers the procedure for scholarship distribution and proposes to the President the list of students to be granted a scholarship;
  - 8.8. Proposes to the President any changes and updates to the present Rules.
9. The President of ACS:
  - 9.1. May give the Scholarship Committee a reasoned refusal with instructions which are mandatory for the Scholarship Committee;
  - 9.2. The President or a designate presents the proposals of the Scholarship Committee as in art. 8 above to the Student Council.
  - 9.3. Issues the order for granting the Monthly Scholarships which is published on the ACS website and any other place accessible to students within 3 days after issuing and no later than 14 days before the scholarship application deadline.

### **Type of Scholarships**

10. ACS allocates the nominated scholarship funds for Monthly Scholarships for academic excellence.
11. Monthly Scholarships are granted at the beginning of each semester and are paid once (for all months of the semester). First semester months are the months of October, November, December and January. Second semester months are the months of February, March, April, May and June for grades 8, 9, 10 and 11 and the months of February, March, April and May for grade 12 in accordance with the requirements of the Bulgarian ministry of education.
12. Monthly Scholarships are granted upon rating of the eligible applications of students.

### **Distribution of the Scholarship Funds**

13. Any undistributed scholarship funds at the end of the fiscal year will roll over and will be used for the same purpose only.
14. 100% of the nominated funds are provided for Monthly Scholarships.

### **Terms and Conditions for Receiving the Scholarships**

15. Students need to apply for the Monthly Scholarship in order to be eligible.
16. Duplicate scholarships
  - 16.1. A student eligible for both a scholarship under the Act of the Government #328 dd.

December 21, 2017 and for a scholarship under the Regulation for protection of children with prominent gifts dd. December 22, 2013 may receive only one of these scholarships.

16.2. When a student who is granted a scholarship under the Act of the Government #328 dd. December 21, 2017 chooses to receive a scholarship under the Regulation for protection of children with prominent gifts dd. December 22, 2013 they will have to repay to compensate for the months the two scholarships duplicate.

16.3. The students need to submit a declaration form for their choice.

17. Student eligibility for the Monthly Scholarship:

17.1. Students with weighted semester GPAs of 5.90 to 6.00 (placed on the President's List) shall be eligible;

17.2. Students with weighted semester GPAs of 5.50 to 5.89 and without a course grade below 5.00 (placed on the Honor Roll) in descending order of the GPA up to the limit of the scholarship funds may be eligible;

17.3. Students who at the time are not in violation of the Student Code of Conduct according to Part 3, I, II and III and Part 4, I and IX of the ACS Student Handbook.

17.4. Students who meet the 75 CAS (Creativity, Action, Service) hours criteria.

18. Criteria for the Monthly Scholarship:

Semester 1

18.1. Grades 10-12

18.1.1. The weighted GPA for the second semester of the previous school year to be between 5.90 and 6.00 (placed on the President's list);

18.1.2. Additionally students with a second semester GPA of the previous school year between 5.50 and 5.89 (placed on the Honor Roll) without a grade lower than 5.00 placed in descending order of the GPA up to the limit of the scholarship funds.

18.1.3. Good standing according to the Student Code of Conduct according to Part 3, I, II and III and Part 4, I and IX of the ACS Student Handbook.

18.1.4. The requirement for the minimum number of 75 CAS (Creativity, Action, Service) hours for the previous year is covered.

18.2. Grade 9

18.2.1. The weighted GPA for the second semester of the previous school year to be between 5.90 and 6.00..

18.2.2. Additionally students with a GPA for the second semester of the previous school year between 5.50 and 5.89 without a grade lower than 5.00 placed in descending order of the GPA up to the limit of the scholarship funds.

18.2.3. Good standing according to the Student Code of Conduct according to Part 3, I, II and III and Part 4, I and IX of the ACS Student Handbook.

18.3. Grade 8

18.3.1. The first ten boys and the first ten girls ranked at the Entrance exam are eligible for Monthly Scholarships.

18.3.2. Good standing according to the Student Code of Conduct according to Part 3, I, II and III and Part 4, I and IX of the ACS Student Handbook.

Semester 2

18.4. Grades 9-12

18.4.1. The weighted GPA for the first semester of the current school year to be between 5.90 and 6.00 (placed on the President's list).

18.4.2. Additionally students with a GPA for the first semester of the current school year between 5.50 and 5.89 (placed on the Honor Roll) without a grade lower than 5.00 placed in descending order of the GPA up to the limit of the scholarship funds.

18.4.3. Good standing according to the Student Code of Conduct according to Part 3, I, II and III and Part 4, I and IX of the ACS Student Handbook.

#### 18.5. Grade 8

- 18.5.1. The weighted GPA for the first semester of the current school year to be between 5.90 and 6.00 and without a course grade below 5.00.
  - 18.5.2. Additionally students with a GPA for the first semester of the current school year between 5.50 and 5.89 without a grade lower than 5.00 placed in descending order of the GPA up to the limit of the scholarship funds.
  - 18.5.3. Good standing according to the Student Code of Conduct according to Part 3, I, II and III and Part 4, I and IX of the ACS Student Handbook.
19. The amount of the Monthly Scholarship will be defined by the Scholarship Committee on the basis of the number of the students who are eligible to receive it.

### **Documents and Deadlines for Application**

#### 20. Monthly Scholarship

- 20.1. All students who comply with the rating criteria and want to apply for the Monthly Scholarship need to submit the Application Form online as found on the ACS website and the Student Team Drive.
  - 20.2. The application deadline will be specified in the order issued by the President of ACS.
21. The Scholarship Committee reviews and approves the list of eligible students. No late application forms nor incomplete application forms will be considered for review.

### **Procedure for Granting**

#### 22. The Scholarship Committee nominated by the ACS President:

- 22.1. Reviews and verifies the Application Forms for the Monthly Scholarship;
- 22.2. Proposes to the President the list of students to be granted a Monthly Scholarship;

#### 23. The President of ACS:

- 23.1. Defines the deadlines for application;
- 23.2. Issues the order for granting the Monthly Scholarships based on the proposal of the Scholarship Committee;
- 23.3. The order as in art. 23.2. includes the names and the grade level of the students, the amount and the period for which the scholarship is granted;
- 23.4. If a scholarship is granted based on false documents or false data the scholarship is cancelled and the amounts received are to be re-paid to ACS by the student or their parents immediately;

#### 24. The students who receive Monthly Scholarships will be informed by email.

#### 25. The students who receive Monthly Scholarships are required to fill in a paper form in the Registrar's Office with their bank account details for transferring the Monthly Scholarship. The forms will be kept in the Business Office for reference.

#### 26. Payment of the Monthly Scholarships is made by bank transfer.

### **Additional Guidelines**

1. The present Rules are prepared in compliance with Act of the Government #328 dd. December 21, 2017 for Scholarship Grants to Students with Completed Primary Education.

2. At the beginning of each calendar year, upon receipt of the scholarship funds by ACS and at the beginning of each school year the present Rules are to be reviewed by the Scholarship Committee.
  - 2.1. No change to or update of the Rules can be a reason to hold or cancel any scholarship already granted;
  - 2.2. No change to or update of the Rules can be made during the application period for any of the Scholarships.
  - 2.3. Any change to or update of the Rules is to be consulted with the Faculty Council and approved by the President;
3. The present Rules are available on the ACS website [www.acs.bg](http://www.acs.bg).
4. Complete applications must be submitted in order for a student to be eligible.
5. No applications will be accepted after the deadline.
6. The GPA is calculated according Part 3, I Academics, p.4 of the Student Handbook
7. The present Rules for Scholarship Grants to Students with Completed Primary Education are drawn in two versions - in Bulgarian and in English and if there are discrepancies between the two versions the Bulgarian text will prevail.
8. The present Rules are approved by the President of ACS with order # 0066/19.11.2019