

**For Office Use Only**

Application received by

Date received

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Address

\_\_\_\_\_  
\_\_\_\_\_

Phone number

\_\_\_\_\_  
\_\_\_\_\_

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## Scholarship Application Form

BSBI scholarships are only available to students applying for an undergraduate or postgraduate programme at BSBI. Please select your scholarship, complete the application form and then email it to your programme consultant or [info@berlinsbi.com](mailto:info@berlinsbi.com)

### Leadership and Enterprise scholarship endorse by CEO

Open to all BSBI candidates.

Candidates will be considered based on their qualifying statement where applicants will describe how undertaking the programme of their choice will affect career, educational, and personal goals.

Recipients of this scholarship will be expected to act as ambassadors for BSBI and assist with marketing efforts.

### Personal Details

Title

Mr Ms Mrs Miss Other

Gender

Male Female

First Name

\_\_\_\_\_

Surname

\_\_\_\_\_

Date of Birth

□□□□□□□□□□

Nationality (as is appears in your passport)

\_\_\_\_\_

Country of Birth

\_\_\_\_\_

Daytime Contact Number

\_\_\_\_\_

Mobile Number

\_\_\_\_\_

Email Address

\_\_\_\_\_

Student number (if you already have one)

\_\_\_\_\_

Programme of Interest

\_\_\_\_\_

Programme Start Date

□□□□□□□□□□

## Education Information

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Please state the most recent education institution first, and attach any relevant copies of certificates and transcripts

Date started	Date awarded		
□□□□□□□□	□□□□□□□□		
Institution	Award	Specialisation (if any)	Average Grade
_____	_____	_____	_____

Date started	Date awarded		
□□□□□□□□	□□□□□□□□		
Institution	Award	Specialisation (if any)	Average Grade
_____	_____	_____	_____

Date started	Date awarded		
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Institution	Award	Specialisation (if any)	Average Grade
_____	_____	_____	_____

Date started	Date awarded		
□□□□□□□□	□□□□□□□□		
Institution	Award	Specialisation (if any)	Average Grade
_____	_____	_____	_____

Exams to be taken or results pending

\_\_\_\_\_

\_\_\_\_\_

## Employment History

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Please provide details of any previous employment or work placements you have undertaken. List these in chronological order, displaying the most recent position first. Please keep your descriptions brief while providing as much detail as possible about your role, duties and responsibilities.

From           To

Name and address of employer

Title of position and nature of duties

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From           To

Name and address of employer

Title of position and nature of duties

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From           To

Name and address of employer

Title of position and nature of duties

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From           To

Name and address of employer

Title of position and nature of duties

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Why do you think you are eligible for the Leadership and Enterprise scholarship (please refer to the scholarship eligibility criteria when completing this section): Describe how undertaking a programme at BSBI will improve your career, educational and personal goals. Please also describe any financial or personal circumstances that you think would be useful for us to know when we evaluate your application.

\* The School reserves the right to investigate and possibly withdraw a person from the scholarship programme, if there is adequate proven evidence or serious allegations of using other people's written statements.

## How Did You Learn About BSBI?

Please tell us where you heard about BSBI – tick all that apply.

### Search engines

Google

Yahoo!

Bing

Other, please specify:  
\_\_\_\_\_

### Emails/newsletters

BSBI

Other, please specify:  
\_\_\_\_\_

### Search networks

Facebook

Twitter

YouTube

Other, please specify:  
\_\_\_\_\_

### Others

Transport adverts

Outdoor adverts

Fairs/events

Word of mouth

Other, please specify:  
\_\_\_\_\_

## Other Applications

Please let us know if you are applying for any other programme:

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

## Terms and Conditions

- Scholarship applicants must apply for a scholarship at the same time as, or subsequent to, applying for one of the BSBI programmes.
- All information provided in the application form will be considered when applying for the BSBI scholarship.
- The scholarship amount is awarded at BSBI's discretion and constitutes a reduction in tuition fees payable to BSBI.
- All the remaining fees must be paid according to T&C stipulated in the Programme Application Form Section 3, Programme Fees.
- If you intend to postpone your place until the following intake, you will need to pay the remaining tuition fee. You will be permitted to do so only at the discretion of BSBI.
- The scholarship is not transferable to another student.
- In the event that a student does not attend a programme through serious unforeseen circumstances (death, accident, or serious illness) a specific committee will examine each case on an individual basis. Attendance is compulsory. An attendance rate of less than 90% will lead to scholarship withdrawal.
- Any failure to start the course as scheduled without prior notification of the School's authorities will lead to scholarship withdrawal.
- The scholarship is for the ONE named person and BSBI will not be responsible for a scholar's family members/spouse/children etc.
- BSBI may also use information collected regarding the scholars in the School marketing activities; however, students' addresses and telephone numbers will not be given out without permission from the student via a request from BSBI.
- BSBI may feature your interview/ photo/profile/story on the BSBI website and/or other School publications and will ask for your permission/ approval prior to publishing this.
- Please note that when requested scholars are required to show originals (not photocopies) of transcripts and documents submitted in evidence with their scholarship application, and present these to the Scholarship office, if there is any question of authenticity. If BSBI discovers any documents that are NOT 100% genuine, the scholarship award will immediately be invalidated and withdrawn. The School accepts NO liability in this case.
- It is the scholar's responsibility to set a good example, e.g. strive for best results, attend classes, finish the course on time and continue to demonstrate the exemplary student attributes/ grades by which he/she was awarded the scholarship.
- By invitation only, scholars will take part in welcoming new students to the scholarship programme.
- The BSBI Scholarship panel will not provide information regarding the non-awarding of scholarships and the panel's decision is final.
- The School reserves the right to investigate and possibly withdraw a person from the scholarship programme if there is adequate proven evidence of serious allegations of illegal activities.

## Declaration

By submitting this application form, the student agrees to all the terms and conditions related to scholarships set out by BSBI.

I accept. By ticking this box I agree to all of the above statements and give my consent to the above terms.

Date

Signature

□ □ □ □ □ □ □ □

### **Your Information – Our Fair Processing Notice to You**

All information received from you in connection with your application will be processed in accordance with the documented purposes as defined below. Berlin School of Business and Innovation GmbH (“we” or “us”) is a part of the Global University Systems group of companies (the GUS Group). The information you provide on this application form will be processed in accordance with GUS Group’s Privacy Notice which can be found on our website. A copy can be requested from our Admissions team.

### **Data Controller**

For the purposes of your application, we are a data controller. We are a limited company registered in Germany with company number Amtsgericht Charlottenburg HRB 190515 B. You can contact us at [info@BerlinSBI.com](mailto:info@BerlinSBI.com) or on +49 (0)30 -585840959. Our data protection officer can be contacted at [dpo@berlinsbi.com](mailto:dpo@berlinsbi.com) or by writing to the Legal Department, Alte Post, Karl-Marx-Strasse 97–99, 12043 Berlin, Germany.

Where we work with partner institutions to deliver a course, we are classed as joint data controllers. Details of our partner institutions are included on the application form should you wish to contact them. You may also locate further detail as to how they collect and process your personal data by viewing their privacy notice which is available on their website

### **Purpose of the Processing**

#### **(i) Processing your application:**

We will use the details provided by you in this application to consider and process your application. We share your application and the personal data supplied in it with Global University Systems which carries out part of the application process for us. We enter into a contract with them which prohibits them from using your data for any purpose other than to perform the contract with us.

The above processing of your personal data is justified under article 6 (1) (b) - necessary for the performance of a contract or in order to take steps at your request prior to entering into a contract.

#### **(ii) Keeping you informed of other relevant courses and programmes that you might be eligible for:**

In addition, if you wish, you can tick the boxes below to opt in to receive, from time to time, other materials relating to exciting offers, newsletters, events, scholarships and bursaries which we believe might be of interest to you (including from the wide range of universities in the GUS group).

The above processing of your personal data is justified under article 6 (1) (a) – consent. (Your consent options are detailed at the end of this form).

### **Categories of Personal Data**

#### **(i) Processing your application:**

We do not need to tell you the categories of personal data we process for the purposes of processing your application because you have personally provided all the data yourself and so you are aware of this.

#### **(ii) Keeping you informed of other relevant courses and programmes that you might be eligible for:**

For the purposes of future marketing information that you may opt into at the end of this form, we will only hold your name, email address and phone number. At any time you can tell us to stop holding this information.

You can do this by emailing us [info@berlinsbi.com](mailto:info@berlinsbi.com).

If you choose not to receive this information from us, you will not find out about other relevant courses or programmes for which you might be eligible. However, your decision to object to marketing materials does not affect your application in any way.

### **Recipients of your Data**

In the case of some applications, we may need to share your application with some or all of the following:

- The regulator of that particular industry, such as the Solicitors Regulatory Authority or the Berlin Senate
- The Partner Institution (joint data controller) who we work with to deliver the course – University for the Creative of Arts, UNINETTUNO, Concordia University Chicago or LSBF
- BSBI’s contracted Accountancy & Legal Firm

For more detailed information please read the GUS Privacy Notice on our website. The full list of our group companies can be found at this address: <https://www.globaluniversitysystems.com/our-institutions>

We do not share your personal data with any third party outside of the GUS group of companies for marketing purposes.

**Transfers to Countries outside EEA**

We are a global business and it is likely that certain applications, or the data contained in them, may be shared with other GUS group companies which are not located in the EEA. However this transfer would only take place if you consented to receive marketing emails from the GUS group of companies about their courses that you might be eligible for or if your application is for a course offered by that overseas entity.

We ensure that none of the GUS group of companies will use your personal data or the data on your application form for any purpose other than as set out in this note or in our Privacy Notice. We tell them not to share that data with any third party and we also seek to ensure that all GUS group companies meet standards of security and organisational and technical measures which satisfy European standards of data protection.

By signing this form, you give your consent to the sharing of your application information in this way. You have the right to withdraw your consent for this processing at any time. However you should know that this would mean the processing by the overseas entity would stop and you would no longer receive relevant materials about courses and programmes for which you may be eligible.

**Retention of your Application**

If you are successful, your data will be saved and stored in our database for successful candidates. Our Privacy Notice will then apply to how we use your data in that case and for how long.

If you are unsuccessful, we will retain your application for 6 months and after that it will be destroyed.

**Your Rights**

Under certain circumstances, by law you have the right to:

- Request access to your data.
- Request correction of the data that we hold about you.
- Request erasure of your data. You also have the right to ask us to delete or remove your data where you have exercised your right to object to processing (see below).
- Object to our processing of your data. This is an absolute right if we are using your data for direct marketing.
- Request the restriction (or suspension) of processing of your data.
- Request the transfer of your data to another party.

To exercise any of these rights, please contact [dpo@berlinsbi.com](mailto:dpo@berlinsbi.com) in writing. No fee is usually required unless your request for access is unfounded or excessive. If we are working with a partner to deliver the course you can also exercise these rights by contacting them directly.

**Your Opt In Consents**

If you don't check the relevant box below, we won't send you marketing information about courses or programmes for which you may be eligible. We will not share your details outside of the GUS group of companies for marketing purposes.

If you change your mind at any time and no longer want to receive our marketing information you can withdraw your consent given here by calling us on +49 305 85840959 or by using the Unsubscribe link on future emails.

Please now check below as applicable:

I am happy to receive information from Berlin School of Business and Innovation GmbH and other GUS group institutions

I do not want to receive information from Berlin School of Business and Innovation GmbH and other GUS group institutions

**Submitting your Application**

In order to proceed, please now ensure you understand and accept all applicable terms and then check the boxes below:

I declare that the information given in the application is true, complete and accurate and no data requested has been omitted.

I accept the Terms and Conditions as set out in this application.

I accept the terms of this Fair Processing Notice and the GUS Privacy Notice which supplements it.

PRINT NAME \_\_\_\_\_

DATE

SIGNATURE \_\_\_\_\_

**NOTE: By signing this form, you are confirming that you are authorised to do so. Please note that this form will not be processed without your signature. It is a criminal offence to sign this form if you are not the signatory to this application and / or have provided false or misleading information.**