

Directive on Special and Emergency Aid for Students

Preamble

The Graduate Institute of International and Development Studies (hereinafter: “the Institute”) wishes to provide its students with the best possible study conditions. To this end, it offers various forms of financial aid, including Special and Emergency Aid subject to criteria and conditions set out below and within the limits of the funds available.

Article 1 – Aim of this Directive

This Directive sets out the principles and rules for awarding Special and Emergency Aid by the Institute to their students.

Other specific financial aids, such as scholarships and/or tuition fee reductions granted at the time of admission, may also be awarded by the Institute and are subject to specific regulations and/or award criteria and conditions.

This Directive applies to students who are duly enrolled in a master's or PhD programme at the Institute and are within the standard study duration (four semesters for a master's degree and eight semesters for a PhD) and, in exceptional cases only, PhD students in their fifth year of doctoral programme. It does not apply to students enrolled in a joint programme of the Institute with another institution, a programme of a joint Centre with the University of Geneva or an Executive Education programme of the Institute.

Article 2 –Special Aid and Emergency Aid

Special and Emergency Aid may take various forms and must be distinguished: Special Aid relates to tuition fee reductions or waivers, while Emergency Aid applies to urgent situations. It is the responsibility of the Financial Aid Office to determine whether a request qualifies as Special or Emergency Aid.

Both types of aid may be combined up to the maximum amount set out in the Appendix. This amount may be revised annually by the Director of the Institute.

Special Aid may take the form of:

- A full or partial tuition fee reduction or waiver for a definite period of time (in general, one semester).

Emergency Aid may take the form of:

- A partial coverage of unpaid bills related to our student residences (price of the accommodation and services) or library fees and/or,
- A partial or full coverage of other unpaid bills such as medical bills and/or,
- A cash amount.

Article 3 – Application

Deadlines, content and procedures for the submission of Special and Emergency Aid applications are set by the Institute and published on the student section of the Institute Intranet.

The following principles apply:

- **For Special Aid:** Students must apply for Special Aid on the date indicated on the intranet page. To be eligible, students must have paid their tuition fees for all previous semesters. Applications may only be submitted for a tuition fee reduction or waiver for the current semester.

In certain cases, a decision regarding the tuition fee may apply to both the current and the following semester, if applicable.

If students require assistance with tuition fees, we encourage them to contact the Accounting Department to arrange a personalised payment plan and begin making payments accordingly, even while awaiting a final decision.

- **For Emergency Aid:** Applications are considered at any time, upon request. Inquiries must be sent by email to: specialaid@graduateinstitute.ch, and must include a brief explanation outlining the urgency and unexpected nature of the situation.

Only specific circumstances are considered true emergencies, and students must demonstrate that the situation is both unforeseen and urgent.

Once the Financial Aid Office has assessed the situation, students will be informed whether they may proceed with the Emergency Aid application and will be provided with the appropriate application link.

Information given by the students must be complete and accurate.

Students must inform of any source of remuneration, income or wealth, including but not limited to remunerated job or internship, either at the Institute or elsewhere, any other form of financial aid from an external source.

The applications are processed in the order they are received and within the limits of the available funding.

The Institute reserves the right to request any information or documentation necessary to verify compliance with these criteria.

Article 4 – Allocation Criteria

Special and Emergency Aid is only awarded to students who are registered as regular Master or PhD students at the Institute within the standard study duration.

First year students are considered only in exceptional circumstances.

PhD students in their fifth year of doctoral programme are eligible only in exceptional cases.

A student is not eligible if they are not up to date with their tuition fee payments or are totally

exempted from paying any fees or on leave of absence.

Application for Special Aid must include a payment plan approved by the Accounting Department, as well as relevant supporting documents detailing the reasons for being unable to pay the required tuition fee.

Application for Emergency Aid requires students to demonstrate an emergency situation and/or financial need by providing supporting documentation. The application should explain the temporary and unexpected financial hardship. Students are also required to submit their unpaid invoices.

Article 5 – Awarding Process

The Special and Emergency Aid is awarded by the Financial Aid Office which determines the payment terms and could make the awarding subject to conditions.

The Financial Aid Office reserves the right to contact the student to request any additional documentation or clarification necessary to reach a decision.

As the student has no right to be granted Special and/or Emergency Aid, the decision on Special and Emergency Aid is entirely discretionary and not subject to appeal.

Article 6 – Duration of Special and Emergency Aid

Subject to a suspension, reduction, cancellation or revocation, the Special and Emergency Aid is awarded for a specific period of time, usually for the current semester, or, in some cases, for the upcoming semester.

Article 7 – Duty of Information

The Special and/or Emergency Aid Beneficiary must inform the Financial Aid Office immediately of any change in their situation that may affect the allocation of the given aid, including but not limited to academic, financial, professional or personal changes.

Article 8 - Non-compliance with this Directive

If a Special and/or Emergency Aid Beneficiary fails to comply with this Directive, the Institute may decide to suspend, reduce, cancel or revoke the aforementioned aid.

Any disciplinary, civil and/or criminal action against the Special and/or Emergency Aid Beneficiary concerned is reserved.

Failure by a Special and/or Emergency Aid Beneficiary to comply with this Directive may be grounds for refusing a new application for any type of financial aid, including but not limited to the Special and Emergency Aid.

Article 9 – Suspension, reduction, cancellation or revocation of Emergency and Special Aid

A Special and Emergency Aid may be suspended, reduced, cancelled or revoked, including but not limited to the following situations:

- The Special and/or Emergency Aid Beneficiary has infringed the Institute's internal regulations, including but not limited to this Directive and the Code of conduct;

- The Special and/or Emergency Aid Beneficiary no longer meets the conditions for receiving the Special and Emergency Aid;
- The Special and/or Emergency Aid Beneficiary interrupts their studies or is on leave of absence;
- The Special and/or Emergency Aid Beneficiary withdraws from the study programme;
- The Special and/or Emergency Aid Beneficiary is eliminated from the Institute.

The decision to suspend, reduce, cancel or revoke the Special and Emergency Aid shall be made by the Director of Studies who can take into account exceptional situations. The decision is enforceable immediately.

In case of revocation of the Special and Emergency Aid, the Institute may require the reimbursement of the amounts already paid in full or in part to the Institute and/or the payment of tuition fees in full retroactively.

Article 10 – Set-off

The Institute may decide to set off the Special and Emergency with the amount due to be paid by the Special and/or Emergency Aid Beneficiary including but not limited to payment for student accommodation, tuition fees and library fees.

Article 11 – Entry into force

This Directive is approved by the Academic Committee on 14 October 2025. It cancels and replaces any previous regulations in relation with “Emergency Aid”.

This Directive enters into force on the same date and is applicable to any application for Special and/or Emergency Aid made after its entry into force.

Students currently benefiting from Special and Emergency Aid are subject to this Directive starting from the date of its entry into force.

Appendix

The Special and Emergency Aid amount can be combined but cannot exceed CHF 4,000 per semester per student.

This Appendix has been approved by the Director of the Institute on 14 October 2025 and enters into force on 14 October 2025.