

# Guide to Receiving School Support: 'Help us help you'

## 1 About Maryosa

We are the Maryosa Foundation, a charity organisation based in the Netherlands. Our name, Maryosa, is derived from the full name of our aunt Rose: Maria Sybilla Rosa Palmen. She dedicated her life to promote good education, the development of individual talents, and a sense of fulfilment from caring for each other. She helped students and other people in need, and her advice to them was always this: 'be there for each other, and invest in yourself, so you can be there for all others'. In her name, Maryosa now works to carry this message to the world, and make her ideals a reality. We are working for a world full of self-reliant people, who continuously motivate and support each other.

## 2 About school support

One of the official goals of Maryosa is to support and promote education. One way in which we do this, is by directly supporting people who want to study, for example by providing scholarships or loans to pay for tuition. That is what we call 'school support'. If you are interested in studying, but cannot afford it, please read on! This document explains who can apply for school support and how the process works. It explains how you can help us by providing us with all the information we need, so we can—hopefully—help you take the next step in your education.

## 3 School support in brief

Please read this guide in full before you apply, so you know all about the process before you begin. Still, the following gives a brief overview of the most important points.

- With school support, Maryosa can pay for (a part of) the costs of your education.
- In principle, the education must be one that will help your community.
- You must be in contact with one of our local partners in order to apply.
- You must fulfil all the formal requirements for your chosen programme, and be capable of studying without endangering anyone's welfare.
- Your application for school support starts when you send us an e-mail with some information about yourself. We try to first keep things informal, but we do have some requirements which you can read about in this document.

- When we decide to support you, things will become more formal. We will sign agreements. These agreements also make some demands of you. For example, we require that you study properly, and that you send us updates for us to publish on our website.
- Because we care deeply about helping others, we are looking specifically for people who will support their community. Anything you can do for your community, beyond the skills you are studying for, will be considered a plus, and may be included in our agreements.

## 4 Before you apply

As a charity organisation, Maryosa wants to support as many people as possible. Obviously, we cannot do this alone. That is why we work together with other organisations and individuals. They have a better picture of the needs of their local communities, and they assist us in identifying and selecting people who can really use our help. These local organisers play a crucial role in each and every one of our programmes, and we will ask them to stay in touch with you during the time you receive support. Therefore, you should talk to one of them before you consider applying. You can read this guide to get to know what we will ask of you, but they will be able to explain it to you in a way that matches your unique situation.

If you don't know any person or organisation affiliated with Maryosa in your community, please contact us! We can point you in the right direction.

It is possible that Maryosa does not yet have a local contact in or near your community. In that case, perhaps you can help us find one! If you know of a local organisation or community leader that may be interested in working together with Maryosa to fulfil our shared goals, we would be happy to contact them and see if we can make it happen. If we are successful, we will tend to your application together with them.

If you are already in touch with one of our partners, and are interested in receiving school support from Maryosa, please read on!

## 5 Applying for school support

If we could, we would support everyone. Unfortunately, we have to be selective. We have to make sure that both the student and the education are in line with Maryosa's goals and mission. One of the goals of the application process is thus to make sure you are a good fit for us, and we are a good fit for you.

In this section, we first explain what we are looking for in a potential candidate. After that, we explain what information we need to get from you so that we can make a decision. At the end of this section, we describe some of the things that can happen when you ask us for school support.

### 5.1 Candidate profile

We look at three things when deciding who we can support: the person themselves, their role in their community, and the education they want to follow. You are an ideal candidate when the following points apply to you.

- Personally, you are highly motivated to use your individual talents to help your community. You have discovered that you are good at something useful, and really want to be better at it, so you can be useful to more people. You are determined to finish the programme, and have the capacity to do so. You can demonstrate that you are serious about your request.

- Socially, you are already established in your community in one way or another. People already know you, and you already know exactly who can benefit from your new skills. Think of the connections and influence you may have through your church, youth club, social centre, school, or other organisations.
- Professionally, you want to do something that will allow you to better help your community, and you want to study something that will get you there. Think for example of educational programmes in teaching, social work, community development, or nursing.

Does that sound like you? Great—we'd love to hear from you! Of course, keep in mind that we just described the *ideal* candidate. We know not everyone will fully fit this description! But it is important for you to understand what we are aiming to achieve. What matters most to us is that you share this vision: that you have your own understanding of Maryosa's goals, and that together, we can work towards achieving them.

## 5.2 Requirements

Some things are a *must*. You can only apply for school support if all of the following points apply to you. These requirements make sure that you can properly begin and focus on your studies.

- You can properly support yourself during your studies. School support only provides support for expenses related to your education, not your personal life. Private expenses like food must be arranged separately. You should consider this closely, especially when there are other people in your life who depend on you, such as your family.
- You fulfil all the necessary requirements (like school diplomas) for the chosen educational programme. You do not have to be accepted yet, but you must be able to apply.
- You have at least basic health insurance, and have received all recommended vaccinations. This is for your own protection, and for the protection of those around you, including your future classmates.

If one or more of the above points do *not* apply to you, we cannot offer you any school support. However, you can of course always contact us if you think a solution can be found.

## 5.3 The application

If you have spoken with our local partner, fulfil all the requirements, and think you are a good candidate, please do apply. To apply, you need to send us a couple of things via e-mail. Here, we will tell you what those things are.

- First of all, we just need to hear from you. In your e-mail, you should describe who you are, your current situation, and your dreams for the future. For example, what is important to you? How do you spend your days? Please also tell us if there have been any specific experiences in your life that have shaped those dreams or pointed you in the direction you want to go. This should not be a list; this should be a letter. Please introduce yourself to us in a way that shows your intrinsic motivation, determination, and ability to finish the selected programme. You may also mention any thoughts you may have with respect to potential additional agreements we could make with you, as described in section 6.3.
- Secondly, we need to know about your previous educational and professional experience. This could be in the form of a formal resume, but you could also just describe it to us. Let us know what previous diplomas you have obtained: did you finish primary school, high

school, any further programmes? Did you receive any certificates? What kind of work have you done?

- Finally, since this is about school support, we need to know what educational programme you intend to follow. Specifically, please tell us what programme you want to do, at what school or university, and why you chose this programme in particular. Please also tell us roughly how much this programme will cost, and whether or not you will be able to pay for part of the tuition yourself.

Please send all of this in an e-mail to our e-mail address:

contact@maryosa.org

This will be your initial application. Based on this, we will make an initial decision. What happens after, depends on that decision.

Try to send us this application as soon as possible, because it may take some time before we can support you. And when we do decide to support you, we will need some more information and documents from you, which may also take some time to organise.

#### 5.4 Our response

We will reply to your initial application e-mail as soon as we can. Probably, we will tell you one of the following four things.

**We need more information.** Every situation is unique. With this guide, we try to provide a list of what we need to know. But perhaps we forgot something, perhaps you forgot something, or perhaps your situation is just special: it is entirely possible we will want to ask you some more questions. In this case, we will reply to you and tell you what we need to know. We'll be looking forward to your response!

**We cannot support you.** Unfortunately, as we said, we cannot support everyone, and we do have to be selective. It is possible that we do not think you fit the profile we are looking for, or that there are other circumstances that make it impossible for us to support you.

If this is our reply, perhaps you will disagree with us. However, we ask you to respect our decision.

**We want to support you, but we need help.** Even if you are our ideal candidate, it may be difficult for us to help you at this time. In particular, it is possible that we do not have enough money. In this case, we need help to find enough money for your programme. We would like to discuss this situation with you.

Perhaps you can help us raise the money we need to fund your programme. For example, we may ask you to write something or make a video about yourself that we can show to potential donors. Then, as soon as we are able to support you, we will move on to finalising our agreement, described in the next section.

**We want to support you, and want to take the next step right away.** Your application was a success! We would like to work with you. Of course, we do not only want to hear from you on paper. We will want to talk to you, for example through a video chat, or through one of our local partners. This is both to get to know you, and also to go over a few more details before we can finalise our agreement, described next.

## 6 Finalising the agreement

After our evaluation of your application and our contact with you, if we say we want to support you, we need to organise a few things. This is where the process gets more serious. For example, do you remember the requirements we mentioned in section 5.2? We will now ask to see proof of those things. In the next section, we will describe what documents we will ask of you. After that, we will describe the formal agreements and commitments that should be made for school support to be possible.

### 6.1 Your documents

Before we can formally agree to support you, we need to make sure that you fulfil the requirements we mentioned earlier in section 5.2. We also need some more specific information about you. Specifically, please provide us with the following.

- Tell us your day of birth, your marital status, how many children you have if any, and your living situation: are you living by yourself, or are you living with others? Please also tell us if you have any medical conditions that may become a problem during your studies. Note that this should not be an exclusion criteria, but we may need to pay special attention to your medical needs to find a suitable solution.
- An indication of your financial situation. We need this, first of all, as proof that you can support yourself and anyone who may depend on you, such as your family. We also need this to determine whether or not you may be able to pay part of the tuition yourself. An example of a document that gives us the needed information is a bank statement showing us you have saved enough money.
- A record of your previous educational experience. Please send us your most recent diplomas and grade transcripts.
- Proof that you have at least basic health insurance, and have received all recommended vaccinations. Your health insurance company and your doctor should be able to help you to obtain these documents.
- Any documents about the educational programme you chose provided by the educational institution. At the very least, we need to know how long the programme takes, exactly how much the tuition will cost, and what other costs the institution expects its students to pay. Additional documents describing the programme in more detail should be sent to us as well if they are available. Think of brochures for prospective students, a general structure of the programme, or a list of courses.

### 6.2 The formal agreement

When you fulfil all requirements, we can finalise our agreement to support you. We do this in the form of a written agreement, that both you and Maryosa sign. Please have a look at this agreement and read it in full. It is available on our website, [maryosa.org](http://maryosa.org). The agreement is a legal document, so some of the language may be complicated. However, we have added explanations to the document to summarise the main parts. We advise you to have a look at this document even before you make your initial application, just so you know what will be expected of you.

As you will see, the agreement has some open questions that need to be filled in. Therefore, to finalise our agreement, we have to decide the following things.

- We need to decide how tuition will be paid. Note that school support is not financial support given to you directly: we will pay only for tuition, and we will pay it only to

the institution. We prefer to do this in smaller instalments, for example by paying one semester at a time. We may need to communicate with the institution to see what is possible.

- We need to decide how much we will pay for. If you can pay for a part of it yourself, we can pay the other part. We can make this decision on the basis of your financial situation.
- If the programme you chose allows you to make choices, for example about which courses you will take, we need to talk to you about this before we sign the agreement. We can then write some of the choices down in the agreement.
- Part of the agreement is that you send us updates about your programme and how you are doing. We will ask you to send photos, for example, which we will then publish on our website. In the agreement, one choice you need to make is whether or not you want your own name to appear as the author of these updates. In many cases, this will probably not matter much. But if you send us very nice photos, for example, and you want to become a famous photographer, it may be important to have your name attached to the photos you send us. Otherwise, the photos will appear only under Maryosa's name. In the agreement, we give you the option to use your own name. You can always change this if you want.

All of these decisions will need to be made before we can sign the agreement. Please let us know your own preferences and decisions, and provide us with anything you know to help us make these decisions. Either way, we will be in contact with you at this point: we will talk to you about it, and we will decide together.

We will also go through the final agreement together, to make sure you understand and agree to everything it says. The parts of the agreement other than the items listed here cannot be changed. If you do not agree to them, we unfortunately cannot support you.

### 6.3 Additional commitments

The formal agreement, described just now in section 6.2, actually represents a minimal version. We hope to be able to make additional agreements with you concerning your involvement in the community or your relationship with Maryosa. This can be anything at all. For example, you may think about how you can give something back to the community, give something back to Maryosa, or do both—for example, by actively participating in our Financial Capability Programme. While such agreements are optional, they will improve your chances of receiving school support. If you already have some ideas, please write them down in your initial application e-mail to us. Otherwise, we will talk about them later during your application procedure.

**Giving back to the community.** Maryosa is working towards a world where people continuously motivate and support each other. If you can find a way to use your position as a student supported by Maryosa to improve the lives of others, we would love to hear about it. For example, you could tutor other students. Or maybe you can keep an eye out for other students who fit our profile, and are in need of school support: then we can work together to help them.

**Giving back to Maryosa.** As a charity organisation, we are dependent on the help and support of others. You can help us help others. Do you think you will be able to pay back part of your tuition fee at some point in the future, for example when you get a good job after graduating? Then we can use that money to help another student. We could for example agree that you give us a certain percentage of your income for a certain amount of time, but only

if your income is high enough. We are also always looking for volunteers to help coordinate Maryosa's activities in their local communities, to create a 'Maryosa network' of people who help and support each other within the context of our programmes. These are the local people we ourselves as well as the students we support rely on, as we mentioned in section 4. It would be great if you can play a role in this!

**The Financial Capability Programme.** School support is one of the ways in which Maryosa looks to support others, but not the only one. We also have a programme called the *Financial Capability Programme*. It teaches fundamental skills to do with everyday finances, such as keeping track of expenditures, managing a budget, and saving up for goals. We strongly encourage all students who receive our school support to also complete this programme. You can do this on your own using the material we provide, but this programme works best when there is a coach: someone who has learned those skills before and can guide others through the programme. This is also why we are always looking for new coaches. Perhaps you can be one, and get the ball rolling: when you teach the programme to a few other students, and they go on to teach a few others in turn, you can help spread these skills far and wide!

## 7 While you receive school support

When you and Maryosa have both signed the school support agreement we mentioned in section 6.2, and perhaps an additional agreement as mentioned in section 6.3, this means you will receive school support. The most important thing for you to do then, is to take care of yourself and of your studies. We do ask a few things of you, however. These are all explained in the agreements we sign.

The most important thing we ask is for you to take your education seriously. When you do not put in enough serious effort, we cannot continue to support you. This is why we prefer to pay tuition in instalments. After every semester, we ask you to send us your grades, so we can see how well you are doing. Payment for the next semester may be dependent on these results.

As we mentioned before, another thing we ask of you is to send us e-mails to tell us (and show us!) how you're doing. We need this a couple of times a year. These updates are both for ourselves, for our donors, and for the world. We are proud of our students, and we want to show everyone how well you are doing. But there is also a practical side. As a charity organisation, Maryosa relies on the help we get from donors. It is important for these donors to know that their money is well spent. These updates can help with that, and the materials you send us can help us support others.

We also require that you are available for other requests. We need to be able to contact you ourselves, but we may also ask others to contact you on our behalf.

These are the most important things. You can see the full list of things we require in the formal agreement.

## 8 Final remarks

Maryosa's primary goal is to help people in any way we can. The school support programme is one way in which we try to help people. To make the school support programme easier, safer, and fairer for everyone involved, we have written down a few rules. The requirements, the agreements, and the process all serve that same purpose: to make it easier, safer, and fairer. We believe these rules are important, and we hope this document has made them clear to you.

We realise of course that not every situation can be covered by a small set of rules. We are flexible, and as long as you share our goals and our vision, we want to work with you to realise

those goals in any way we can. Please do not hesitate to get in touch with us if you have any questions or suggestions.

For now, we hope this document and our school support programme have shown you what is possible, and inspired you to reach for the education and job of your dreams. We would be honoured to help you on your path.

We hope to hear from you soon, and wish you good luck!