



# FELLOWSHIP CONTRACT

**STUDENT NAME**

**PROGRAM**

The Scholarship Committee has granted you a distinguished IE Fellow Award based on your financial needs and commitment to IE Business School. The expectation is that an IE Fellow will embody the work ethic, intelligence, sensitivity and enthusiasm that are characteristic of our student body.

**Fellowship Coordinator:**

**Area:**

**Fellowship Awarded:**

**Hours to be completed:**

**Description of responsibilities or tasks:**

Students who do not complete their fellowship responsibilities will see their award cancelled and will be expected to repay the fellowship award amount. Students with outstanding debts to IE will not be able to graduate.

The Financial Aid Department has high expectations of its Fellows and we expect you to be an ambassador of the school throughout the program and upon graduation, demonstrating professionalism and excellence as an IE alumni. It is our commitment to you to award this fellowship and the same commitment is requested of you in fulfilling the requirements outlined above.

Sincere Regards,

**Francisco Chabran**

*Associate Director*

*Financial Aid*



In consideration of the mutual undertakings of the above Fellowship offer, IE Business School and the Recipient, XXXXX, agree as follows:

- 1. Communication.** IE Business School agrees to communicate the Fellowship to the Recipient, and Recipient agrees to reply to this offer with his/her formal acceptance.
- 2. Confidentiality.** The information included in this document is confidential to both parties.
  - 2.1 Non-Disclosure.** The Recipient agrees not to use the confidential information included in this document in any way, except for the purpose set out above.
  - 2.3 Protection of Secrecy.** Recipient agrees to take all steps reasonably necessary to protect the secrecy of the confidential information, and to prevent the confidential information from falling into the public domain or into the possession of unauthorized persons.
  - 2.4 Non-Completion.** If the Recipient does not complete the XXXX HOURS PER WEEK of their Fellowship project the Recipient will find themselves in a position where they have a balance owing to IE. The student will not receive their degree until this amount has been paid in full. The amount owing will be equal to the entire Fellowship award amount, as provided above.

This agreement is only formalized once both parties to the agreement have duly signed and dated the document.

## RECIPIENT

Signed:

Print Name:

Date Signed:

## PROJECT COORDINATOR

Signed:

Print Name:

Date Signed: