



Dear student,

Thank you for applying for a Hapin scholarship. For over 50 years, Hapin has been supporting students in Papua. We are proud that some of our scholarship recipients have gone on to become entrepreneurs, doctors, nurses, mechanics, or IT specialists. They have become self-reliant individuals, and some are now even helping their own communities.

One of our alumni, for example, founded his own foundation focused on the economic self-reliance of the Asmat people. One of their programs is a computer class for young people to improve their skills and make it easier for them to find jobs.

We hope that you too can become part of this success story—completing your studies, working, supporting your family, and helping build Papua.

This is our main focus: not only to support personal growth, but also to empower students to become forces that protect and uphold the authenticity of Papuan culture, nature, and society. As Mother Teresa once said: *“I can do things you cannot, you can do things I cannot; together we can do great things.”* We believe that by supporting one person or one group at a time, the impact can be great for the future of Papua.

If selected, we expect you to:

- Actively participate in this scholarship program;
- Take full responsibility for the scholarship funds you receive;
- Keep all proof of payment (transfer receipts/invoices) and include them in your financial report each semester;
- Maintain regular communication with the scholarship coordinator;
- Attend the mandatory student meetings held twice a year.

Our scholarship coordinator is required to accompany new students during the first tuition payment to ensure the funds are used correctly.

Warm regards,

Hapin team.

Hapin – Papua Support Foundation

student@papasupportfoundation.nl

www.hapin.nl



Conditions and terms for Hapin Scholarship Students

Eligibility for First-Time Applicants:

Please ensure you meet all of the following:

- I am studying within Papua
- I am a D3 or S1 student;
- I am currently starting with semester 3, 4, 5 or 6;
- I am not in my first or final year

Hapin aims to maintain a long-lasting relationship with the students they support.

Therefore, applications from students in their last semester will not be accepted.

- I am a fulltime student.
- I am accustomed to write a detailed financial report
- I am not receiving funding from another institution.
- I have a personal bank account in my own name.

Important:

Applications can **only be submitted at the start of the school year, between April-May.**

Applications submitted midterm (outside July or January) will not be accepted.

Required documents to be send to student@hapinpapuasupportfoundation.nl (Incomplete forms will not be processed):

1. Motivation letter on "Me, my family, my motivation to study in university, and my personal ideals for the future" (see format p. 6).
2. Complete and correct application form (see format p. 3-7).
3. Copy of your student ID Card, after admittance to university.
4. A recent color photo of the student, facing forward with a clear view of the face (similar to a passport or ID photo), as attachment.
5. Copy of your most recent semester academic transcript (IPK / academic results).
6. Reference letter from the university which states you as an active student.
7. Budget in Excel format.



Volunteer Work

At Hapin, we believe in the strength of community and the role each individual plays in it. Are you currently involved in helping others—for example in your church, your neighbourhood, or by supporting fellow students or friends? Please describe this in your motivation letter.

Grounds for Exclusion from Application:

1. Application from S2 or S3 students.
2. Application from students in their first or final year.
3. Late applications (less than 2 weeks before the tuition deadline).

Grounds for Termination of Scholarship:

You are responsible for keeping your own scholarship. If you are not diligent in submitting the required information as mentioned above, Hapin is authorized to cancel/end your scholarship.

1. Incomplete or missing reports after one warning.
2. Bukti is not submitted, is incomplete, or falsified.
3. Reports lack a proper budget overview in Excel.
4. Misuse of funds or budget items not included in the original application.
5. Class attendance lower than 50%, or recurring illness without a clear plan.
6. No communication with Hapin for over one month.
7. Repeated absence from student gatherings (2 times without notification).

When receiving a scholarship, we expect you to stay in regular contact with Education Coordinator, by phone messages and attend the mandatory student meetings held twice a year. We also expect you to be present at student gatherings organized by Hapin. **Absence can be a reason for discontinuation of your scholarship.**



Hapin's Budgeting and Reporting Policy:

- Students are required to submit a budget plan along with their application form.
- If a payment request is made during the semester for an item not included in the original budget plan, it will not be covered by Hapin.
- Proof of scholarship fund usage (transfer slips or receipts) is required for every payment or purchase.
- All documents will be thoroughly reviewed. If any falsified documents are found, a warning will be issued or the scholarship may be terminated.
- Expenses for photocopying or phone credit will not be reimbursed without proof. These costs will be deducted from the following semester's application.
- No additional funds will be granted during the semester for items not listed in the original budget plan.
- If actual expenses are significantly lower than budgeted, the lower amount will be used as a reference for the next semester.

End Reports

- Due: **June** (for spring semester) and **December** (for fall semester).
- Late reports (after July or January) mean you cannot reapply for that semester.



PERSONAL INFORMATION

Place/Date Fill in the form	
BIODATA	
Name	
Place/Date of Birth	
Student Address	
Name and tribe of mother	
Mother's job	
Name and tribe of father	
Father's job	
Total of siblings	
Mobile Phone number	
Email address	
Bank account Ascription of the accountholder (this has to be filled in correctly, otherwise payment will be refused by the bank)	

STUDY INFORMATION

Name of University	
City of university	
Field of study	
First study year	
Current semester	
Semesters left	
Year of graduation	



FINANCIAL OVERVIEW

Please answer truthfully. Your answers help us understand how to best support you.

Where or from whom did you hear about the Hapin scholarship?	
How have you financed your studies until now?	
Are your parents or family currently supporting you? If yes, how?	
Have you received any support from government or organizations? If yes, what type?	
If your budget is higher than the scholarship amount, how would you manage the rest?	





Motivation letter (Guide)

- Tell us about your family.
- Why did you choose your field of study?
- What are your dreams after graduation
- How do you want to contribute to your community or Papua?
- Why did you apply for a scholarship with Hapin?
- How will this scholarship help you?

Reflection Questions

- Tell us about a challenge you've overcome and what you learned.
- Who inspires you and why?
- What would you do if your scholarship support is delayed for 2 months?
- If you could improve something in your village or neighborhood, what would it be?



Personal Initiative

- Have you ever taken initiative in your community, school, church, or family?
Describe one example briefly.

Support Letter (optional but recommended)

- You may include a short message from a mentor, teacher, or community elder who can confirm your motivation or responsibility.



SCHOLARSHIP BUDGET REQUEST

Please fill in the budget list as detailed as possible below.

Please send budget (excel format) as an attachment.

Please use the format below as an example

No.	Item	Jumlah Dana yang Dibutuhkan	Jangka Waktu
1.	Biaya Kuliah per Semester	Rp.	Setiap 6 bulan
2.		Rp.	
3.		Rp.	
4.		Rp.	
5.		Rp.	
TOTAL		Rp.	

Payment deadline:

What is the latest official date by which your Biaya Kuliah (tuition fees) must be paid? Please write the exact deadline (e.g., 31 August 2025).

Date:	
--------------	--

Note:

- not all items will be funded by Hapin.
- In the first year of admittance travel expenses will not be funded by Hapin
- Please submit a budget request as accurate as possible. Expenses that were not included in the budget at the start of semester will not be funded by Hapin. It is therefore the student's own responsibility to calculate expenses at the start of the semester. If during the semester the student is confronted with unforeseen expenses the student has to solve this problem him- or herself.

Hapin's schedule for scholarship payments:

- odd semester = 1-31 July
- even semester = 1-31 January

Payment will be done only after submitting the mentioned documents at least 14 days before payment. No documents (in time), no payments.

Hapin - Papua Support Foundation



LETTER OF AGREEMENT

I, as a student and member of the Hapin Scholarship community in Papua, understand the policy of the Hapin Scholarship programme and promise to take full responsibility for it. I promise to obey all obligations and accept the consequences of any violations.

Name student:

Signature student:

Date:

Hapin Scholarship Program

Name coordinator Program:

Signature:

Date:

Please make sure all details are filled in correctly. Incorrect data may result in refusal of payment by the bank.

Reminder: All required documents must be submitted at least 14 days before payment deadlines: 1-31 July (odd semester), 1-31 January (even semester). No documents = no payments.

We are looking forward to reading your application. Welcome to Hapin's growing community!

Hapin – Papua Support Foundation

student@papasupportfoundation.nl

www.hapin.nl



BANK ACCOUNT FORM

Data of the bank account to which the scholarship coordinator transfers the budget.

A. Student information

Name of the organisation/person	
Address	
Code/place	
Country	
Telephone	
Fax	
e-mail	
Account number	
IBAN number	

B. Bank

Name of the bank	
Address of the bank	
Code/place of the bank	
Country of the bank	
Swift-code	
Bank code	

Signature
