



Application for a LENA scholarship

Eligibility Requirements

To apply for a LENA Scholarship, applicants must meet the following requirements:

- Residence in Switzerland
- Intention to pursue a professional career and maintain their centre of life in Switzerland
- Proof of long-term residence and work authorization in Switzerland
- Financial need for education or further training resulting from a personal hardship

Residence Permit

The LENA Scholarship aims to provide sustainable support to women in building their professional future in Switzerland. Therefore, we can only consider applications from women who hold long-term residence and work authorization in Switzerland. Applicants with short-term or temporary residence permits are generally not eligible for funding.

The LENA scholarship is open to all women who wish to return to professional work or positively transform their career path. Financial support is limited to direct costs for training or further education (5,000-20,000 Swiss francs). Board and lodging are excluded.

The Fund is financed by contributions from BPW clubs and members, or donations from external partners.

Those who wish to apply for the scholarship for professional instruction and further education are required to present the following documentation (max. 8 pages):

Data sheet	Template attached
Motivational letter	Describe the type of professional change desired, and why you need this scholarship. Also explain how the course of training could help improve your professional status.
Financial situation	Provide a budget forecast that lists income and expenses for the entire duration of



	training. Also include all assets possessed and any eventual scholarships requested or obtained.
CV	Attach your CV complete with all information regarding training, qualifications and professional experience.
Supporting letter by a BPW mentor	Choose a mentor from the members of BPW. If this proves difficult, we will be happy to help you in your search.

Procedure

- Applications for scholarships are always assessed by the LENA commission. Compile your application in full and send it to the LENA Commission at lana@bpw.ch. A confirmation e-mail will give you assurance that the application has been received.
- Do you have other questions regarding the LENA scholarship? Just contact our point of reference, Sarah Roth, at lana@bpw.ch.
- The commission will assess your application within eight weeks after its arrival.
- If the scholarship application is successful, we will send you a written agreement.
- During the entire process, you will be accompanied by a mentor.
- Smaller amounts will be transferred in a single payment, while larger sums will be conveyed in several part payments. There will be ongoing contacts between the scholarship holder and the mentor, who will report comprehensively to the LENA commission.





BPW SWITZERLAND
Business & Professional Women

Provide feedback on your experience, sharing stories and concrete examples, to help us attract new funds. Send us **a brief report, about a year after having completed your training path, describing the way in which your professional situation has improved, and present it at the Autumn Assembly or the Assembly of BPW Switzerland Delegates.**





DATA SHEET

Scholar's personal data	
BPW Club of reference (if applicable)	
Name and surname	
Address	
Post code	
Place of residence	
Date of birth	
E-mail	
Other contacts (Zoom, Facetime)	
Telephone	
IBAN	
Details of professional instruction and further education	
Qualification	
Starting date	
Expected finishing date	
Amount requested, in Swiss francs	
Mentor (can be specified at a later date)	
BPW Club of reference	
Name and surname	
E-mail	
Telephone	

