



Swiss Government Excellence Scholarships

**Return trip - Request for flight allowance (lump sum)  
for scholarship holders from countries outside of EU/EFTA member states**

Scholarship holders have to book and pay the return flight ticket to their country of origin by themselves. The duly filled form and the required documents have to be submitted to the reception service as soon as possible, but **no later than 10 weeks before the return flight**.

**Scholarship holder**      ESKAS Number #      20\_\_ . \_\_\_\_  
Family name      .....  
First name      .....  
Country of origin      .....  
End of scholarship      .....

**Travel schedule**      Date of departure      .....  
Departure city      .....  
Destination city&country      .....

**Ticket and payment details**

(E)Ticket Number (e.g. 724 1111222333)      .....

Flight price (currency / amount)      .....

Payment (tick appropriate)

- ☐ cash (add copy of payment receipt)  
☐ credit card (add copy of credit card statement)  
☐ other (please specify and add copy of payment receipt) .....

**Remarks**      .....  
.....

**Add the following documents to your request:**

- 1) copy of flight ticket / e-ticket **including ticket number** & itinerary
- 2) copy of payment receipt **showing that you paid** for the ticket

The scholarship holder confirms:

- that she/he paid himself for the flight ticket and that she/he returns to her/his country of origin
- that she/he took note and accepts the conditions mentioned on page 2

**Signature**

Place and date

Scholarship holder

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Unreadable or/and incomplete demands or without documentary evidences will not be considered. **All documents have to be sent by e-mail to your contact person at the Reception service of your university.**



## Conditions

- exclusively for the **definitive flight ticket** back to the country of origin. A round trip ticket bought for economic reasons may be accepted if the scholarship holder confirms (under 'remarks') that he will not use the return trip to Switzerland.
- **destination** must be the **country of origin** of the scholarship holder (=country for which the scholarship was awarded)
- **departure within 6 months** after the end of the scholarship / the scholarship holder status
- **departure from Switzerland** or surrounding countries
- **premature departures:** departures a few weeks before the official end of the scholarship **cannot be considered as holidays** and may result in a reduction of the scholarship amount.

## Next steps

- ☒ The scholarship holder forwards the duly filled form and all the requested documents (copy of flight ticket and payment receipt) to the Reception service.
- ☒ The Reception service forwards the complete request to the FCS Secretariat.
- ☒ The FCS Secretariat communicates the decision regarding the lump sum to the Reception service with copy to the scholarship holder.
- ☒ The lump sum corresponding to the scholarship holder's country of origin will be reimbursed by the Reception service to the scholarship holder.
- ☒ If transitting another country, the scholarship holder must undertake all the necessary procedures to obtain a **transit visa** before departure if required (fees at his/her own expenses).
- ☒ Luggage / shipment: no reimbursement by FCS for expenses like shipping boxes, wrapping material, exceeding luggage weight, transportation fees etc.