

# SOMMET EDUCATION FOUNDATION

## SCHOLARSHIP SELECTION COMMITTEE - TERMS OF REFERENCE

Adopted: 31/10/2025

Approved by: Governing Board of Trustees

### 1. Purpose

The Scholarship Selection Committee (“the Committee”) is a delegated body of the Sommet Education Foundation (“the Foundation”) established under the authority of the Governing Board of Trustees (“the Board”). Its purpose is to ensure that scholarships are awarded in a fair, transparent, and balanced manner based on both merit and financial need, in alignment with the Foundation’s statutes and Scholarship Policy, the provisions of the Spanish Foundation Act 50/2002 and the *Andalusian Act 10/2005 on Foundations*, under the supervision of the *Foundations Commission of Andalusia*, and related governance obligations, and the United Nations Sustainable Development Goal 4 on inclusive and equitable quality education. The Committee evaluates, selects, and recommends candidates for Foundation scholarships, taking into account academic excellence, personal achievement, and demonstrated financial need. Its recommendations are subject to oversight and compliance verification by the Governing Board.

### 2. Authority

The Committee operates under delegated authority from the Foundation’s Governing Board of Trustees. The Board retains ultimate oversight and compliance responsibility for all scholarship awards. The Committee has the authority to review applications, evaluate eligibility, and make recommendations in line with the Foundation’s objectives and approved criteria. Operational coordination and award execution are managed by the Foundation Executive under the Board’s supervision. The Committee’s authority is delegated and may not be exercised in contradiction with the Foundation’s statutes, governance policies, or Spanish law. For the purposes of these Terms of Reference, *Foundation Executive* means the *Executive Vice President* and/or *General Director* as defined in the Foundation Statutes, together with their operational team acting under their authority. The Foundation Executive implements the operational decisions of the Board and the Committee but is not itself a governing organ.

### 3. Responsibilities

The Committee is responsible for evaluating scholarship applications and recommending scholarship awards to the Foundation Executive in accordance with the Foundation’s Scholarship Policy and governance framework. Specifically, the Committee shall:

- **Application Review:** Receive and review applications forwarded by the Foundation Executive to ensure they meet published eligibility and completeness criteria.

- **Evaluation:** Assess applicants objectively against the Foundation's approved criteria, including academic merit, personal achievement, potential contribution to the hospitality sector, and demonstrated financial need.
- **Award Recommendation:** Determine and recommend to the Foundation Executive the candidates proposed for scholarship awards, supported by documented rationale and scoring in accordance with the Foundation's Scholarship Policy.
- **Final Approval of Beneficiaries**  
Final approval of scholarship beneficiaries shall be made by the Governing Board of Trustees in accordance with Article 19(f) of the Foundation Statutes. The Foundation Executive issues the corresponding awards after that approval.
- **Transparency and Integrity:** Ensure that all evaluations and recommendations are conducted fairly, transparently, and free from bias or conflict of interest, with proper documentation for audit and compliance purposes.
- **Compliance Assurance:** Confirm that all recommendations align with the Foundation's statutes, Scholarship Policy, and applicable legal and governance obligations.
- **Annual Reporting:** Provide an annual summary report to the Foundation Executive, for inclusion in the Foundation's Annual Report and submission to the Governing Board of Trustees.

The Committee does not manage operational coordination with schools, execute scholarship awards, or handle appeals or complaints. These functions remain the responsibility of the Foundation Executive and the Governing Board.

#### 4. Membership

The Scholarship Selection Committee shall comprise the following core members:

- Anouck Weiss - Executive Vice President and Co-Founder, Sommet Education Foundation
- Vana Saade - Global Sales & Enrolment Director, École Ducasse
- José Emmanuel Soler Roque - Director, Les Roches
- Marion Hescot Amacker - Director, Morgan Philips Executive Search (External Member)

Members are formally appointed by the Governing Board for a renewable term of four years. Vacancies or replacements are approved by the Board. At its first meeting, the Committee shall elect its President (Chair) and appoint a Secretary, in line with Article 27 of the Foundation Statutes. The President (Chair) is responsible for leading meetings, ensuring impartiality, and escalating issues to the Board when necessary. The Secretary supports administrative tasks including agendas, minutes, and reporting. The Committee may co-opt temporary or guest members to participate in specific scholarship cycles or thematic programs. Quorum is calculated based on the four core members only. Members must declare any conflicts of interest at the start of each cycle and submit an annual Declaration of Interests. They must act with integrity, impartiality, and confidentiality at all times.

## 5. Meetings and Decision-Making

The Committee shall meet as required, with a minimum of one formal meeting per year. Meetings may be held in person or online. A quorum of three members is required to make decisions. Decisions are made by majority vote, with the Chair holding a casting vote in the event of a tie. All decisions and minutes must be recorded and securely maintained by the Foundation Secretariat.

## 6. Coordination with Foundation Executive and Schools

Once the Committee has finalised its recommendations, it submits them to the Foundation Executive for operational confirmation. The Executive liaises with the Sommet Education Central Admissions Office and/or relevant Sommet Education institutions to verify that each candidate meets academic entry standards and that there are no behavioural concerns that would preclude admission. Schools may not object to a candidate on discriminatory grounds, including but not limited to gender, nationality, ethnicity, religion, disability, or socio-economic background. Upon confirmation by the school, the Foundation Executive issues the formal scholarship award to the candidate.

## 7. Workflow and Reporting

The Committee participates in the Foundation's scholarship process within the scope of its delegated authority. Its role concludes once recommendations are submitted to the Foundation Executive. The overall workflow is as follows:

1. **Application submission** by students to the Foundation.
2. **Eligibility verification** by the Foundation Executive to confirm completeness and compliance with published criteria.
3. **Evaluation and award recommendation** by the Committee in accordance with the Foundation's Scholarship Policy and approved selection criteria.
4. **Submission of recommendations** by the Committee to the Foundation Executive for operational confirmation.

After step 4, the Foundation Executive assumes responsibility for the remaining stages:

5. **Academic and behavioural confirmation** by the Sommet Education Central Admissions Office and/or relevant institutions.
6. **Final approval and award issuance** under the oversight of the Governing Board.

The Committee ensures that all evaluations and recommendations are fully documented for transparency and audit purposes. Once submitted, the Foundation Executive retains and archives all official records.

## 8. Confidentiality and Data Protection

All information related to applicants, deliberations, and decisions is strictly confidential. Members must not disclose or use any information obtained through their role for personal or external purposes. All applicant data must be processed and stored securely in accordance with the EU General Data Protection Regulation (GDPR), the Spanish Data Protection and Digital Rights Act (LOPDGDD), and the Foundation's Data Protection Policy. Particular care must be taken with financial and personal information due to its sensitivity.

## **9. Compliance and Ethics**

All Committee operations and decisions must be fair, transparent, and evidence-based, and must adhere to the Foundation's Code of Conduct and Conflict of Interest Policy. Members are expected to demonstrate impartiality, respect, and accountability consistent with the Foundation's values. The Foundation maintains a clear and accessible appeals procedure for scholarship applicants, with final appeals referred to the Governing Board.

## **10. Review**

These Terms of Reference shall be reviewed annually by the Governing Board of Trustees to ensure ongoing compliance with the Foundation's statutes, legal obligations, and best governance practices.

Chair, Governing Board of Trustees