



**Strengthen Higher-Education
through Innovative Financial Tools**

THE SHIFT IMPLEMENTATION PACKAGE FOR ITS ADOPTION IN HEIS

LETTER OF INTENT

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[Insert your Logo]

[Insert other Logos as needed]

[Insert Your Contact Info]

Recipient Details

Address

Address

Letter of Intent for [Insert the most appropriate field: i.e. Invitation to support the SHIFT model; Invitation to join the SHIFT Governance Board; Invitation to becoming an Associated Entity – i.e. involvement of students' associations; Invitation to organise an Event/Congress; Invitation to collaborate]

Dear [insert recipient or leave generic Sir/Madam]

[Section 1: Why am I writing. In this Section, please provide an overview of the reasons why you are engaging this stakeholder and a brief description of SHIFT]

Example of Section 1:

The SHIFT Project has been financed under the Erasmus+ Programme of the European Commission, Key Action 2, Strategic Partnerships for Higher Education.

The economic and financial crisis is forcing all Member States to drastically reduce spending and investment in education; against this framework SHIFT developed a fund that pools money from both public and private sectors, managing the finances to generate revenues to be redistributed to HE students in the form of grants and/or soft loans.

The purpose of this letter is to involve the Students' Association [insert name of the Association] in helping defining the terms and conditions of the SHIFT model so as to meet students' needs and expectations.

[Section 2: In this section please provide the background of your initiative: i.e. motivation of the letter, rationale for programme, challenges you want to tackle / opportunities you want to reap, etc.]

Example of Section 2

The Fund invests on the basis of profitability and redistributes proceeds by providing grants and soft loans to HE students (via a revolving fund). The governance structure of SHIFT is crucial, since it combines the private sector management of the fund to generate profit with the public sector mission to ensure proper allocation of the proceeds for public policy objectives.



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[Section 3: what you are requesting / inviting the recipient to do. In this section, please provide details of the type of action/contribution you are requesting your recipients, i.e. provide inputs, define needs, contributions, etc.]

Example of Section 3

With this letter of intent we are asking the Association [insert name of the Association] to support our initiative working together to carry out the project. In particular, the association is invited to join planned activities, also with its associated partners. The Association members will join the project tasks with materials, tools and inputs supplied by us, with the very last objective to provide valuable inputs and comments to define the terms and conditions for students to apply for grants/loans.

Also, the Association will help in dissemination and promotion of the project and students' rights.

[Section 4: how the recipients can contribute to your request. In this section please provide clear instructions and reference on how the recipients can contribute (i.e. provide comments, carry out dissemination activities, contribute to awareness campaigns, respond to invitations to events, etc.)]

Example of Section 4

The Association with its associated partners will join the operational activities of the project. Thanks to these activities, the partners will be able to define exact terms and conditions to disburse grants/loans.

Specifically, the following issues will be discussed and defined:

- Provide students with grants or loans
- Amount of the grant/loan
- Rules for students to apply for a grant/loan
- Repayment conditions
- Amount of grant/loan with respect to the family income

Participants will attend a two-hour brainstorming session, once a week in the University rooms. At the end of each task the Association responsible will collect inputs from participants to put them in the final report and give it to the University in charge of the project. Furthermore, the Association will place flyers about the University activities related to higher education, access to finance for HE students and SHIFT in its premises.

Please do not hesitate to contact our offices for any additional information you may require [insert contact details, preferably email]

Best regards



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