



FUNDING GUIDELINES

PSYCHOTHERAPY FUND of the Students Union of the University of Vienna (ÖH Uni Wien)

1. Preamble

The aim of the Psychotherapy Fund is to provide financial support and relief to students of the University of Vienna who are undergoing or wish to receive psychotherapeutic or clinical-psychological treatment. The psychotherapy fund is a voluntary service provided by the Students' Union of the University of Vienna.

2. General requirements

(1) The prerequisite for the granting of support by the Students' Union of the University of Vienna is that the student fulfills the following criteria:

- a. has paid the ÖH fee **at the University of Vienna**
- b. has a valid registration for a degree program at the University of Vienna (regular or non-degree program)
- c. has a **social need (precarious financial situation)** within the meaning of these guidelines (see point 4)
- d. has **not received funding** from the Psychotherapy Fund **in the previous semester**
- e. and does not receive sufficient financial support from any other source.

(2) There is no legal entitlement to the granting of support from the Students' Union of the University of Vienna.

3. Scope of the financial support

(1) Funding on the basis of these guidelines supports psychotherapeutic and clinical-psychological treatments. This also includes treatment by psychotherapists under supervision. **The maximum funding amount is 550 euros.**

(2) Financial support from the psychotherapy pot is intended for the **reimbursement** of therapy units that had already taken place.

(3) Financial support from the psychotherapy fund is awarded once per academic year.

(4) The current total funding amount of the psychotherapy fund is €80,000 per financial year and therefore €40,000 per semester.

4. Social need (financial precarity)

(1) Social need within the meaning of these guidelines applies if the monthly **net income of the last 3 months is less than EUR 1,572 net per month** (official risk-of-poverty threshold for single-person households in Austria; as of April, 2024, [statista](#))

(2) For the purposes of these guidelines, income is deemed to be all regular funds flowing into the applicant's account (e.g. income from employment, alimony, financial aid, etc.).

(3) Applicants who have a **monthly income of less than EUR 1,156 net** (amount of the minimum benefit) fall into prioritization category 1 of the psychotherapy fund. Being prioritized in category 1 increases the chance of being funded.

(4) For **students with children**, the risk-of-poverty threshold is raised to **EUR 2,044 net per month** (each additional child adds approx. 500 euros to the threshold). For a household with two parents and one child, the risk-of-poverty threshold is EUR 2,830 net per month. ([statista austria](#), April 2024)

(5) Applicants with **savings** deposits that exceed the amount of **EUR 6,000** (except for higher amounts due to extraordinary burdens such as care obligations, visa for third-country nationals, security deposit, surgeries, current living expenses without income, etc.) **will be rejected due to lack of social need**. Savings deposits also include securities, investments or similar assets.

5. Applications

(1) The application must indicate:

a) What type of therapy is being provided: In order to exclude unofficial forms of therapy such as non-medical practitioners (alternative healers) or similar, only psychotherapies that belong to an officially recognized psychotherapeutic guideline according to the Federal Ministry of Health are eligible for funding (see [Patienteninformation \(BMGSPK\), Stand 29.04.2020](#)). Further information should include whether group therapy or individual therapy is received and whether the psychotherapist is under supervision or fully trained.

b) the income of the last three months verified on bank statements incl. the final account balance

c) **the invoices** for all psychotherapy taken units that are to be reimbursed. If applicable, proof of funding and cost subsidies from other bodies (e.g. health insurance)

d) transparent details of assets, savings book and savings accounts, if available. These accounts must be stated with the final account balance at the time of application. If there are other extraordinary expenses, please provide a declaration in the application form.

(2) The application period and deadlines are announced on the website of the Students Union of the University of Vienna (ÖH Uni Wien).

6. Submission of application

(1) All necessary documents must be submitted together with the application form of the Accessibility Office of the University of Vienna in a suitable digital form via the website or by e-mail and only in exceptional cases by postal mail.

(2) The application must contain the name, address, e-mail address and matriculation number of the person submitting the application and must also include (copies only):

a) Photo ID

b) Study sheet/confirmation of studies/confirmation of study period (if the tuition fees for the current semester have not yet been paid, the payment request is sufficient.)

c) Copies of invoices for the psychotherapy units or Confirmation of payment for psychotherapy.

d) Confirmation of any insurance benefits received for psychotherapy

If a diagnosis is included on the invoice, it must be blacked out before submitting your application.

e) Bank statements of **all active accounts**, including secondary accounts, **for the last three months** with the **final account balance**. We can not accept just “transaction lists” or “turnover lists” (Umsatzliste). Account statements must be submitted in PDF format in a transparent and logical manner. No screenshots or redacted account statements will be accepted.

f) If applicable, further evidence of the emergency situation (e.g. invoices, confirmation of overdue rent payments etc.)

g) If applicable, confirmation of any insurance benefits received for psychotherapy (reimbursement of costs from a health insurance company, benefits from private insurance, etc.)

(3) If the application is incomplete, it is possible to submit additional documents within 45 days from the date of application. At least one reminder will be sent by e-mail within this period. If the applicant does not take this opportunity, the application will be rejected.

(4) Special categories of personal data are processed when the application is submitted. The expressed consent of the data subject (in accordance with Article 9 (2) GDPR) must be obtained for this.

(5) All persons who receive full or partial access to information about applications for the psychotherapy fund will only be allowed access to any information after they have signed the confidentiality agreement in the appendix to these guidelines. The signed confidentiality agreement must be kept in a safe place and a list must be kept of all persons who are given access to the documents. This list must also include the reasons why access was granted. (e.g. access was needed to process the applications and grant funding)

(6) Psychotherapy sessions are eligible for reimbursement if they were taken starting from the 1st of July 2024. Invoices older than the specified date cannot be reimbursed.

(7) Students who applied for a grant from the ÖH Uni Vienna psychotherapy pot in the summer semester 2024 and received a grant during this period can only apply again in the summer semester 2025.

(8) No specialist doctor's invoices can be refunded. Even if these are invoices from specialist doctors in the field of neurology and/or psychiatry.



7. Procedure

(1) The decision on an application shall be made in agreement between the Accessibility Officer and the Social Affairs Officer, as well as representatives of these two departments, and subsequently confirmed by the Chair and the Economics Department and communicated to the applicant by email.

(2) Funding obtained through false statements or in any other unlawful manner must be repaid.

(3) The Students' Union of the University of Vienna is responsible for processing applications in accordance with the guidelines.

(4) Support is provided in the form of a one- time payment by bank transfer.



Confidentiality agreement for the psychotherapy fund

Confidential information within the meaning of this agreement is all verbal or written information and materials relating to an application for psychotherapy funding as well as the processing, reprocessing and decision.

The signing party undertakes to treat all confidential information of which he/she has direct or indirect knowledge as strictly confidential and not to pass it on to third parties, exploit it or use it without the prior written consent of the applicant or in cases prescribed by law.

The signing party shall take all appropriate precautions to ensure confidentiality. Confidential information will only be passed on to authorized persons according to the guidelines of the psychotherapy fund.

The signing party shall ensure that these persons have also signed this confidentiality agreement.

The obligation to maintain absolute confidentiality shall continue even after the termination of all functions at the ÖH Uni Vienna. Upon request, any documents handed over, including all copies made thereof as well as working documents and materials, must be returned.

The signing party shall be fully liable for all damages incurred by the ÖH Uni Vienna and the applicant as a result of a breach of these contractual obligations or any breaches of data protection law relating to the application for a service from the Psychotherapy Fund. Violation of the confidentiality agreement can lead to the exclusion of the signatory.

The confidentiality obligation also applies to the legal successors of the parties.

Amendments and additions to this agreement must be made in writing.