

FUNDING GUIDELINES SOCIAL FUND OF THE ÖH UNIVERSITY OF VIENNA

§1 General requirements

(1) In order to receive support from the Student Union at the University of Vienna, students must be members of the Austrian Student Union, be enrolled in a regular or non-degree program at the University of Vienna, be in a precarious situation as defined in these guidelines, and not receive sufficient support from any other source.

(2) There is no legal entitlement to support from the Student Union at the University of Vienna.

§2 Precarious situation

(1) A precarious situation within the meaning of these guidelines exists when monthly living expenses exceed monthly income, with the exception of those persons who must have a certain amount in their account for essential expenses (e.g., residence permit, security deposit).

(2) Income within the meaning of these guidelines is defined as all regular funds paid into the applicant's account (e.g., income from gainful employment, subsidies, maintenance payments from parents, etc.).

(3) The following amounts may be deducted for monthly expenses:

- a) actual costs incurred for housing,
- b) expenses necessary for studying, including non-refundable tuition fees,
- c) telephone, internet, radio and television fees, and household insurance,
- d) childcare (excluding tuition fees for private schools but including babysitting costs),
- e) health insurance,
- f) necessary travel by a student to and from the place of study,
- g) living expenses (e.g., food, clothing, medication).

(4) In individual cases, necessary one-time expenses may also be claimed if these expenses are absolutely necessary and can be proven by providing the relevant receipts (e.g., visa, funeral, deposit).

(5) In the event of loss of a source of income, with the consequence that the applicant can no longer cover their basic expenses or is unlikely to be able to cover them next month.

§3 Application

(1) All necessary documents, including the application form, must be submitted to the Social Affairs Department of the Student Union at the University of Vienna either digitally or in physical form by mail or in person at the Social Affairs Department.

(2) The request, which must include the student's name, address, and matriculation number, must be accompanied by the following (copies only):

- a) Photo ID
- b) Current Student record sheet/confirmation of enrollment/Confirmation of study periods (if tuition fees for the current semester have not yet been paid, the payment request is sufficient)
- c) Bank statements for the last three months showing the account balance (**NOT** account transactions)
- d) If applicable, further evidence of financial hardship (invoices, confirmation of rent arrears)
- e) Rental agreement (optional)
- f) If applicable, residence card (optional)
- g) Birth certificates of children, if applicable
- h) Notification of Study allowance, if applicable (optional)
- i) Other reasons for financial hardship, if applicable (e.g., alimony agreements, victim ID card, disability pass)
- j) If applicable, consent of other persons whose personal data you have also provided in your application (e.g., your parents' bank statement, illness of a family member, etc.).

(4) Only **one** grant can be awarded per academic year from the social fund of the University of Vienna Student Union.

(3) Furthermore, no grants from the social fund of the Austrian Student Union (Federal Representation) shall have been received in the last 6 months.

(5) In some cases, the processing of special categories of personal data may be required when submitting an application. In such cases, the express consent of the data subject (pursuant to Art. 9 (2) (a) GDPR) must be obtained.

§4 Procedure

(1) The decision on an application shall be made by mutual agreement between the social affairs officer, the social affairs department staff, and a representative of the Office for International students and Antiracism Work, confirmed by the chairperson and the economic affairs officer, and communicated to the applicant in writing. The applicant may not participate in this decision-making process.

(2) Support obtained through false information or other unlawful means must be repaid.

(3) Responsibility for processing applications in accordance with the guidelines lies with the Student Union at the University of Vienna.

§5 Amount of support

(1) The amount of support granted in the academic year depends on the budget funds available for this purpose. The maximum amount of support is €750.