

GUIDLINES SOCIAL FUND ÖH UNI WIEN

1. General Requirements

- (1) The ÖH Uni Wien grants financial aid under the condition, that the student is a member of the Austrian Students Union, a regular or irregular student at the University of Vienna, is in a precarious situation within the meaning of the present guidelines and does not receive sufficient support by any other public body.
- (2) There is no legal claim on funding from the ÖH Uni Wien, any recourse to courts of law is excluded.

2. Precarious Situation

- (1) A precarious situation is defined by the fact, that the life-sustaining monthly expenses exceed the monthly income. Exceptions are made for people, that have to produce a certain amount on their account for life-sustaining expenses (e.g. residence permit, deposit).
- (2) The total income within the meaning of these guidelines means all regular funds flowing into the applicant's account (e.g. income from employment, grants)
- (3) The following monthly expenditures can be deducted:
 - a) actually incurred costs of housing,
 - b) expenses related to your studies, including tuition fees that haven't been refunded,
 - c) phone, internet, broadcasting and television fees as well as household insurance,
 - d) childcare (this includes expenses for babysitters but excludes tuition fees for private institutions),
 - e) medical insurance,
 - f) travel expenses related to your studies
 - g) costs of living (food, clothing, medical drugs).
- (4) In certain instances single urgent payment may be charged in addition to the above, if these expenses are absolutely necessary and are substantiated by appropriate receipts (e.g. visa, funeral, deposit).
- (5) In case of loss of a source of income with the consequence that the applicant can no longer cover his/her basic expenses or will probably not be able to cover them next month.

3. Application

- (1) All necessary documents are to be submitted together with the application form to the Sozialreferat at the ÖH Uni Wien in a suitable digital form. A personal submission is not possible until further notice.
- (2) The application, which must in any case contain the name, address and matriculation number of the student, must be accompanied by (copies only):
 - a) copy of an valid ID, including a picture
 - b) current student record sheet (= "Studienblatt")/confirmation of enrollment/confirmation of periods of study (= "Studienzeitbestätigung"). (If the tuition fees for the current semester have not yet been paid, the payment request is sufficient).
 - c) bank statements of the last three months with account balance (NOT account transactions)
 - d) if applicable, further proof of the current financial strain (e.g. bills, confirmation of delayed rent payments)
 - e) rental agreement (optional)
 - f) if applicable, residence permit (optional)
 - g) if applicable, birth certificates of any children
 - h) if applicable, notification of study grant (optional)

- i) if applicable, further reasons of financial strain (e.g. alimony agreements, victim's identity card, disability identity card)
 - j) if applicable, written agreement of any person whose personal information is handed in with any submitted documents (e.g. bank statements of parents, illness of a relative etc.).
- (3) In the last 12 months, no funding may be received from:
- a) Social Fund of the ÖH Uni Wien
 - b) Social Funds or Corona Hardship Fund of the Austrian Students Union (ÖH).
- (4) Only one grant may be provided per academic year. The deadline for a new application is the date of submission of the first application. Due to the exceptional situation caused by COVID-19, students who have received a grant from the Social Fund of the ÖH Uni Wien in the summer semester 2020 may also receive a grant once again in this academic year (winter semester 2020/2021 and summer semester 2021).
- (5) In some cases, personal data of a special category may be processed when an application is submitted. In this case, the explicit consent of the data subject (according to Article 9 paragraph 2 lit a DSGVO) must be obtained.

4. Procedure

- (1) The decision on an application will be made in agreement between the head and the staff of the Sozialreferat and a person appointed by the ÖH-office for antiracism work, confirmed by the chairperson of the executive board and the head of the Wirtschaftsreferat. The results will be delivered to the applicant a written declaration.
- (2) Funding received on the basis of false or incorrect information or similar malpractices must be reimbursed.
- (3) The ÖH Uni Wien is responsible for the lawful process of funding and has to act in accordance to the guidelines.

5. Level of Aid

- (1) The amount of grant provided in the academic year depends on the budget available for this purpose and the urgency of the social situation. The maximum amount of support is 750€.