

# Guidelines for the Social Benefit Fund for Students with particular needs of the BOKU Students Union (ÖH BOKU)



## 1. Application Criteria

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This fund of the BOKU Students Union serves to support BOKU students with disabilities, chronic illnesses, mental illness, learning disabilities, language barriers or students with children.

The support is in the form of financial assistance for the surplus costs caused by these needs during the time of study. The financial assistance ranges between 50 Euros to max. 150 Euros.

Application deadline is October 31<sup>st</sup> for the winter-semester and March 31<sup>st</sup> for the summer-semester.

The total amount can be found in the yearly budget of the Students Union (JVA). The distribution is decided based on the amount of applicants and urgency. There is no legal claim to this assistance.

These criteria are valid starting **summer semester 2020**.

## 2. General Requirements

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The requirements to receive this assistance are:

- Applicant is a member of the Students Union at BOKU (paid ÖH Fee) and can prove a disability or a study relevant impairment\*
- Proof of a purposeful Study
- Lack of sufficient income or funding
- Credible social indigence

\* Examples of study relevant impairments are: Students with physical or mental impairments, language barriers, care obligations (for a child, or care of dependents) or acute emergencies.

## 3. Funds allocation

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Generally the funds are to be allocated according to the guidelines.

Funds can be distributed to:

Students of BOKU with disabilities, chronic or mental illnesses or learning disabilities, as well as students with language barriers or care obligations which are living, or currently residing in Austria.

## 4. Required documents

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Following Documents are required for the application:

### 4.1 Students with disabilities

The degree of disability of at least 50% can be attested by:

- A decree based on federal law
- A disability certificate according to §40 BBG
- Assistance through federal aid schemes (Pflegegeld, Blindenzulage)
- Higher family aid

### 4.2 Students with physical or mental impairments

Proof of a temporary relevant impairment can be brought through:

- A recent (no older than 6 months) medical attestation
- A confirmation from clinical psychologist or psychotherapist

### 4.3 Students with language barriers

Proof of a completed language course can be brought through:

- BOKU Language course report (ZIB-Certificate)
- BOKU Conversational course report – course report card

External language courses will be considered at the discretion of the deciding parties.

### 4.4 Students with care obligations

For students with children, following documents are required to be submitted with the application:

- Birth certificate of the child
- Current Family aid declaration or registration confirmation of child (max. 6 months old)
- Proof of inscription or “leave of absence” confirmation of parent (for the semester that the application is submitted for)
- Current academic achievement of parent (transcript) or accepted Thesis proposal (for PhD Students)

For students with care obligations towards other dependents, at least following documents are required:

- Proof of care requirement/need of care
- Care aid granted or denied
- Current academic achievement of parent (transcript) or accepted Thesis proposal (for PhD Students)

## 5. Academic achievement

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**5.1.** An adequate academic achievement for students with particular needs, according to these guidelines, are at least 8 ECTS or 4 SWS in the last two semesters.

**5.2.** An adequate academic achievement, according to these guidelines, is not given if the total study time (for the current degree) exceeds twice the legally intended time. Reasons for deferring e.g. raising children, employment (more than part time), sickness, disabilities, delays due to the university (reduced admission) can be considered in the application process. Requirement is that the academic success is present before and after the deferral.

**5.3.** Notwithstanding point 5.1, students completing a preparatory course can also receive financial assistance in the second semester. Requirement is that the achievements are at least 4 ECTS or 2 SWS.

**5.4.** Students, which have already completed a degree can only receive financial assistance if they are inscribed in a continuing and related program, or the study program will improve their job potentials significantly

## 6. Grant Amount

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In order to reduce study related additional costs, financial assistance can be granted for following services, or up to a sum of 150 Euros per Semester:

- Sign language interpretation at exams
- Assistance services at exams (e.g. writing services)
- Note taking help in classes
- Assistance services on excursions
- Creation of digital teaching- and learning materials
- Tutor services (Review of Material in case of language barriers or impairments)
- Financial assistance in supervision expenses for Children up to the age of 10.

***Please inform the ÖH BOKU Department of Social Affairs before paying for any of these services if you wish to receive a grant.***

## **7. Application**

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**7.1.** Applications are sent to the ÖH BOKU Department for Social Affairs via Email or otherwise in written form. The Application form in the attachments is used.

**7.2.** The Application must include the Name, Address and Student Identification Number (Matrikelnummer) of the applicant. Please attach

- Copy of the valid student ID Card (BOKUCard)
- Proof of financial assistance from other organisations (e.g Sozialministeriumservice (SMS), Studienbeihilfenbehörde, Pensionsversicherungsanstalten,..)
- Registration confirmation (Meldebestätigung) in Austria
- Continuation confirmation as well as Proof of Inscription (Studienblatt) for the current semester and a proof of academic achievement
- Proof of impairment (disability ID, doctors attestation)
- Proof of disbursements made for support services (bill, remunerations)
- Proof of prescription fee exemption

**7.3.** If required, other evidence can be asked for. If an applicant does not respond to this request, and does not supply the necessary documents despite **verifiable** notice, the application will not be processed further.

**7.4.** The decision about the applications and the extent of financial assistance falls upon the ÖH BOKU and is decided by the Financial department, Department for social affairs and the executive team.

**7.5.** The Applicant has room to explain the personal situation. Each application is considered individually.

**Ansuchen auf den Unterstützungsfond für Studierende mit besonderen Bedürfnissen der ÖH-BOKU / Application form for the ÖH-Boku support fund for study related barriers**



**Familienname/ surname:**

\_\_\_\_\_

**Vorname/ name:**

\_\_\_\_\_

**Matrikelnummer/ matriculation number:**

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**Geburtsdatum/ date of birth:**

\_\_\_\_\_

**StaatsbürgerInnenschaft/ citizenship:**

\_\_\_\_\_

**E-Mail:**

\_\_\_\_\_@students.boku.ac.at\_\_\_\_\_

**Telefonnummer/ mobile number:**

\_\_\_\_\_

**Adresse (Straße, PLZ, Ort)/ adress:**

\_\_\_\_\_

**Kinder/children?          nein/no          ja/yes**

**Anzahl/ number:** \_\_\_\_\_

**Alter/ age:** \_\_\_\_\_

**Situation des/der AntragsstellerIn/Applicant's circumstances:**

**(Bitte nutzen Sie den folgenden Platz um Ihre persönliche Situation zu beschreiben und Ihre Lebensumstände zu erläutern / please use the space below to describe your personal situation and living conditions)**

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**BIC:** \_\_\_\_\_

**IBAN:** \_\_\_\_\_

\_\_\_\_\_, am \_\_\_\_\_  
(Ort/ city)          (Datum/ date)

**Unterschrift Einreichender/ signature of applicant:**

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