



Which requirements do I need to fulfil, to be considered for support from the ÖHFHWN Sozialtopf?

- You are a ÖH member
- You study at the FHWN
- You are in your 3rd Semester or higher
- You need social funding, according to our guidelines
- You do not get sufficient financial aid from another institution
- You can prove the successful completion of at least 15 ECTS from your last semester
- You do not have savings that exceed 3000€
- You already have filed for a refund of your semester tuition fee

Which documents need to be applied to the application?

The following documents must be attached:

- Valid ID
- Confirmation of enrollment at the FHWN ("Inskriptionsbestätigung")
- Transcript of records, student record sheet ("Studienerfolgsnachweis")
- Complete bank statements of the last 4 months of all accounts
- Proof of income – Any income in accordance with this guideline
- Registration form
- Rental agreement resp. user agreement
- If applicable notifications about state aids, esp. study grant, family allowance, housing assistance and exemption from fees (e.g. remission of broadcasting fees)
- If applicable agreements on alimonies, copies of alimony advance, received or paid alimonies
- If applicable documents about financial charges (e.g.: invoices, reminders), in case of chronic diseases medical expenses for regular treatment (e.g.: psychotherapy, physiotherapy – necessity for treatment has to be verified), etc.
- Declaration on oath (signature on application form)
- If you are married or in a registered partnership, the following documents are additionally required:
 - Marriage certificate / Partnership document
 - Proof of income of your partner
 - Registration document of your partner



Who can I contact if I have questions?

We are available per E-mail under: sozref@fhwn.ac.at.
Otherwise you can call us under : +43 677 624 039 40

How long does it take for my application to be reviewed?

Normally, your application should be reviewed after a month. Please note that during the holidays or during stressful phases, the processing time can take slightly longer.

How often can I apply for social funding?

Once per Semester.

Where and how do I send in my data?

Send your documents and the application with your signature at sozref@fhwn.ac.at

Who finances the ÖHFHWN Sozialtopf?

The financing is done through the Budget of the ÖHFHWN and was unanimously decided in a meeting of the ÖHFHWN mandatories.

Will I be contacted if there are any questions or if there are documents missing?

If after your application was reached in, any questions occur, or any documents are missing/ falsely filled in you will be contacted by E-Mail. If you do not answer within 2 weeks after receiving an E-Mail your application will be denied due to incompleteness.

What happens if I intentionally provide incorrect information?

The ÖHFHWN keeps the right to reclaim falsely paid fundings, and file legal charges!

Why was my application declined?



Either because your
to our guidelines or
reaction to our E-Mails within two weeks.

application does not comply
because you did not give any