

## Guidelines for the social fund of the ÖHFHWN

### General requirements

**Requirements for granting financial aid by the student union of the University of Applied Sciences Wiener Neustadt (ÖHFHWN) are:**

- The student is a member of the student union.
- The student is a regular student at the University of Applied Studies Wiener Neustadt.
- The student is enrolled in the 3rd semester or a higher one.
- The student lives in social deprivation as set in the present guidelines.
- The student does not receive sufficient support from another body.
- The student has to provide an appropriate academic success of at least 15 ECTS (This does not apply for the current semester!)
- The student must not have reserves higher than € 3,000.
- After receiving social funding, the student has to skip the following semester before he/ she can file for the "Sozialtop" again
- The student must not have unnecessary or unexplained transactions above 900€ in the past 4 months

Financial aid is only granted if all other opportunities of the public sector are exhausted. (e.g.: family allowance, study grant, housing benefit, etc.) It is necessary to have filed at least an application for study grant and the refund of tuition fees (at the FHWN). Unless you are not entitled.

The student has to prove that the occurrence of the financial hardship must have taken place within the last 6 months or cannot be improved due to the current situation.

### Social deprivation

**Social deprivation is defined by the fact if the monthly expenses exceed the student's monthly income.**

**These forms of income are set out by the directives:**

- Earned income
- Benefits awarded under the Unemployment Insurance Act, Student Support Act, Public Employment Service Act (Arbeitsmarktservicegesetz), Parental Leave Act and other acts (e.g. orphan's pension, etc.)
- Grants by state, federal states, communities and other organisations like allowances (e.g.: family allowance or housing assistance for students and their children), study grant and other scholarships
- Holiday jobs, occasional jobs and internships; Allowances for further financial supports (e.g.: financial aid by parents, cost coverage)

**The following expenditures can be considered with the subsequent maximum amounts:**

- For actually incurred costs of housing a maximum of € 350,--. For the partner and/or every child living in the same household the maximum amount is increased by € 150,-- per person.
- For expenses related to your studies € 25,-- or up to a maximum of € 120,-- if proof of cost is provided will be granted. The amount will be increased by one sixth of the study fee if the study fee has not been refunded.
- Up to € 50,-- can be granted for phone, internet, broadcasting and television fees as well as household insurance.
- For childcare up to € 200,-- can be granted.
- Student self-insurance will be paid in full. (No private supplementary insurance)
- Travel expenses to and at the place of study the least expensive public transportation fee can be reimbursed.
- For costs of living (food, clothes, medical drugs, free time, etc.) a maximum of € 250,-- for the applicant, € 175,-- for the partner and another € 200,-- per child living in the same household can be approved.
- In total, the limit of the calculated monthly expenditures is set to € 775,--.
- There is an additional amount of € 300,-- for the partner living in the same household, as well as € 350,-- per child that live in the same household, plus childcare costs.

**In particular cases 1/12 of the sum of one-off expenses can be added in case these expenses are mandatory and the applicant has a relevant proof.**

### Documents to be enclosed

The following documents have to 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
- If you have a child / children, the following documents are additionally required:
  - Birth certificate/s of your child/ren
  - Registration document of your child/ren

### Amount of aid

The amount of aid provided is determined by the available budget and the urgency of the the social situation of the applicant. Furthermore, the maximum amount must not surpass the difference between the incurred expenses and the revenue.

The amount of aid is determined by income and expenses. The funding serves as support and cannot be seen as full cost absorption.

### Legal protection

There is no legal claim on funding from the ÖHFHWN.

### Application

Applications can be submitted once a semester.

**In the context of the current pandemic:** During the time of the pandemic applications for the social fund of the ÖHFHWN have to be submitted only via email to [sozref@fhwn.ac.at](mailto:sozref@fhwn.ac.at).

### Information for payment

Payment is done exclusively by means of bank transfer.

Duration of processing takes up to a month. (Over the course of periods during which courses are not held the duration of processing may take longer.)

For open question after the processing or in case of missing documents you will be notified via email. This delays the processing and can be avoided by handing in a full application. If there is no answer within two weeks after request, the application will be rejected due to incompleteness of documentation.

### Consent

**Your consent to:**

- using your data for statistic purposes in an anonymised way
- confirming that all given information is true and complete
- processing and storing your data for the purpose of the social fund of the ÖHFHWN is binding. Otherwise your application cannot be processed and will therefore be rejected.

### Reasons for exclusion

If you have received financial aid from another institution because you are enrolled there.

### False declarations

Funding received on the basis of false or incorrect information or similar malpractices must be reimbursed.

Intentional false declarations lead to blocking of further applications for the ÖHFHWN social fund.