

## **GUIDELINES FOR THE GRANTING OF SUPPORT BY THE STUDENTS' UNION (SOCIAL FUND)**

### **I. General Requirements**

- (1) A prerequisite for the granting of support by the Students' Union is social need within the meaning of these guidelines. Employees of the Students' Union and former members of staff are excluded from receiving support if they have received at least 800 euros in the last 12 months. Preference in the allocation of funds is given to persons with limited or no access to the labor market.
- (2) Living costs, rental costs, student operating resources, costs for psychotherapy, costs for childcare and all other cases of hardship are eligible for support if the applicant suffers such hardship through no fault of their own.
- (3) There is no legal entitlement to the granting of support by the Students' Union.

### **II. Social Indigence**

- (1) Requests for support must be submitted exclusively by email to the Social Department of the Academy of Fine Arts Vienna.
- (2) The application must include the name and email address of the student. The following information must also be enclosed:
  - Consecutive bank statements of the last two months including current account balance
  - Confirmation of income, if available
  - Information on whether a tuition fee is payable and whether financial proof must be provided for the issue/extension of a residence permit.
  - Statement of income/expenditure and any support from family, friends, etc.
  - Maintenance obligations towards children
  - Statement of the reasons for the financial burden and, if available, invoices or cost estimates for the specific emergency situation
  - Expenses necessary for the studies will be taken into account in full.

### **III. Request**

- (1) Requests for support must be submitted exclusively by email to the Social Department of the Academy of Fine Arts Vienna.
- (2) The application must include the name and email address of the student. The following information must also be enclosed:
  - Consecutive bank statements of the last two months including current account balance
  - Confirmation of income, if available
  - Information on whether a tuition fee is payable and whether financial proof must be provided for the issue/extension of a residence permit.
  - Statement of income/expenditure and any support from family, friends, etc.
  - Maintenance obligations towards children
  - Statement of the reasons for the financial burden and, if available, invoices or cost estimates for the specific emergency situation

### **IV. Amount of support**

- (1) The amount of support granted within 12 months in the calendar year 2020/2021 is EUR 500. Multiple applications are possible, but up to a maximum funding amount of EUR 400

within 12 months. The funding amount is based on the enclosed invoices and the presentation of the situation.

(2) Students who have to pay a tuition fee can only apply to bridge the tuition fees, regardless of whether support has already been granted from the Social Fund.

(3) The maximum funding amount is 500 euros within 12 months of the first application as stipulated in paragraph 1.

#### **V. Procedure**

(1) The decision on an application will be communicated to the applicant in the form of a written notification.

(2) The decision on the application is made by a committee consisting of representatives of the Office for Social Affairs, the Chair and the Office for Economic Affairs.

#### **VI. Data Protection**

(1) The data will be stored confidentially and in a locked location. The data will be processed and stored for the purposes of support from the Social Fund. The data will be destroyed after the support has been granted/rejected.

(2) Data may be passed on to the Austrian Federal Union of Students (ÖH Bundesvertretung) and used for statistical purposes in anonymized form.

(3) If personal data of other persons (illness of family members, bank statement of relatives etc.) are disclosed or enclosed, it is necessary for data protection reasons to obtain the consent of these persons so that the application can be processed.

(4) By submitting the documents, the applicant confirms that the information provided is correct and complete.

#### **VII. Payment Modalities**

(1) Payment of the amount shall be made exclusively by bank transfer. It is therefore absolutely necessary to provide the correct account details.

(2) Support from the Social Fund do not have to be reimbursed if the application is submitted truthfully.

(3) The processing time is between one and four weeks from receipt of the application for support by email to [uehsozialreferat@akbild.ac.at](mailto:uehsozialreferat@akbild.ac.at).