

GUIDELINES FOR THE GRANTING OF A BRIDGING LOAN TO PAY TUITION FEES (BRIDGING LOAN)

1. General Requirements

- (1) The prerequisite for the granting of a bridging loan by the Students' Union is that the applicant is required to pay tuition fees. Preference in the granting of bridging loans is given to persons with limited or no access to the labor market.
- (2) The bridging loan can only be considered for tuition fees prescribed by the Academy of Fine Arts Vienna.
- (3) The ÖH contribution is not part of the bridging loan.
- (4) The Students' Union can grant a bridging loan to a maximum of 15 persons.
- (5) There is no legal entitlement to the granting of a bridging loan by the Students' Union.

2. Application

- (1) Applications for support must be submitted by email to the office of the Student Union of the Academy of Fine Arts Vienna.
- (2) The following documents must be submitted with the application:
 - i) Name and email address of the applicant
 - ii) Completed and signed application for a social stipend
 - iii) Confirmation of enrollment for all current studies
 - iv) Current printout from Campus-Online
 - v) Confirmation of studies and study sheet
 - vi) Information about the amount of the tuition fee to be paid
 - vii) For PhD students: Proof that a dissertation agreement has been concluded within one year
 - viii) Current registration form (Meldezettel)
 - ix) Copy of account card with IBAN

3. Amount of Support

- (1) The amount of the bridging loan is equal to the tuition fees minus the ÖH contribution.
- (2) If applicants are enrolled at several universities, the amount of the bridging loan is reduced by the amount of the tuition fee payable to the other universities. Applicants are obliged to disclose their multiple enrollments.

4. Procedure

The decision on an application will be communicated to the applicant in writing.

5. Data Protection

- (1) The data will be treated confidentially. The data will be processed and stored for the purpose of granting the bridging loan and will be exchanged with the organizational units of the Academy of Fine Arts Vienna responsible for granting the social stipend. After the bridging loan has been repaid by the Academy of Fine Arts Vienna, the data will be destroyed.
- (2) Data may be passed on to the Federal Union of Students (ÖH Bundesvertretung) and used in anonymized form for statistical purposes.
- (3) By submitting the documents, the applicant confirms that the information provided is correct and complete.

6. Payment Modalities

- (1) The amount will be paid exclusively by bank transfer. It is therefore essential that the relevant account details are provided correctly.
- (2) The bridging loan will be refunded by the Academy of Fine Arts Vienna at the beginning of the social stipend in the semester following the bridging loan. Therefore, all applications must be complete, including all required documents.
- (3) The processing time is between one and four weeks.