

GUIDELINES FOR THE GRANTING OF SUPPORT BY THE AUSTRIAN national STUDENTS' UNION (ÖH)

Social-, housing-, children's-, mediation-, psychotherapy funds and support for students with disabilities.

I. GENERAL PART

1. General requirements

(1) The prerequisite for the granting of support by the Austrian National Student's Union ("Österreichische Hochschüler_innenschaft/ÖH") is that the student is a full member of the Österreichische Hochschüler_innenschaft, is socially needy within the meaning of these guidelines, can prove adequate academic success and does not receive sufficient support from any other source. Support can not be granted to employees of the Österreichische Hochschüler_innenschaft and officials according to § 36 HSG.

(2) There is no legal claim to the granting of support by Österreichische Hochschüler_innenschaft (Austrian National Students' Union).

2. Social indigence

(1) Social need within the meaning of these guidelines exists when the monthly expenses exceed the monthly income. Support for recipients of student aid is not possible unless they can sufficiently prove that they are in financial need.

(2) In accordance with this guideline, income includes all money coming into the household of the applicant and his/her spouse or registered partner and their children, such as, for example: Income from employment, benefits from the Unemployment Insurance Act, Maternity Leave Benefit Act, Study Support Act, Labor Market Service Act and other laws, pensions, annuities, support from the state, federal state, municipality, and other organizations, such as:

- o Subsidies (e.g.: housing subsidy or family allowance for students and their children),
- o Study grants and other scholarships,
- o Maintenance payments (alimony for students or their child/ren) and other benefits from parents and other relatives.

(3) The maximum amounts that may be deducted for expenses are as follows:

- a) for actually incurred costs for housing a maximum of 660 euros for the applicant. For the spouse or registered partner living in the common household and the children living in the same household, the amount set for housing costs increases by 240 euros each.
- b) for expenses necessary for studying, including non-refunded tuition fees against proof of costs a maximum of 240 euros, without proof of costs a lump sum of 120 euros,

- c) for telephone, Internet, radio and television fees and household insurance up to a maximum cost of 110 euros per month,
 - d) for childcare (excluding tuition for private schools, but including babysitting costs) costs up to a maximum of 420 euros per month,
 - e) for health insurance costs up to a maximum of 120 euros per student per month,
 - f) for necessary travels of students to and from the place of study, the monthly amount of the lowest student fare,
 - g) for living expenses (food, clothing, medicines, leisure, sports, etc.) no more than 420 euros may be deducted monthly for the applicant, 310 euros for the spouse or registered partner and 310 euros for each child living in the household.
- (4) In individual cases suddenly required one-time expenses may be additionally included in the monthly expenses at one-twelfth of the amount if these expenses are absolutely necessary and are substantiated by appropriate receipts.
- (5) The total monthly expenses calculated in this way may not exceed 1540 euros for the applicant and 600 euros for the spouse or registered partner living in the same household/community. This amount is increased by 420 euros for each child living in the household or by 550 euros for students who are single parents, plus 330 euros for proven childcare costs and a maximum of 240 euros for proven expenses necessary for studying.
3. Academic success
- (1) An adequate academic achievement in the sense of these guidelines exists if examinations to the extent of 16 ECTS credits or eight semester hours per week from the last two semesters have been successfully completed. For students with children and students with disabilities or proven chronic and mental illnesses, a completed course of study of at least eight ECTS credits or four semester hours is sufficient. Applicants who are only in their first semester are not required to provide proof of ECTS; in the second semester, 8 ECTS must have been successfully completed.
- (2) Adequate academic success within the meaning of these guidelines does not exist if twice the legally anticipated duration of study has been exceeded in the current study program or study section. Reasons for delay, such as child-rearing periods, employment, if more than half-time employment was evident, illness, disabilities, university-related delays such as: Restrictions on admission, very short study sections, or other unavoidable reasons may be taken into account, provided that sufficient academic success is achieved in the periods preceding or following these delays.
4. Request
- (1) Applications for support from the Austrian National Students' Union can be submitted by students to all offices for social policy of the respective university representative bodies. These are to be forwarded immediately to the office for social policy of the Austrian National Students' Union.
- (2) The application, which must in any case contain the name and address of the student, must be enclosed:
- a) Copy of an identity document with a photograph,

- b) Confirmation of income of applicant and spouse or registered partner,
- c) Confirmations of support from other agencies or individuals,
- d) Confirmations of receipt of alimony,
- e) if an account exists, consecutive bank statements of the last three months of the applicant and the spouse or registered partner,
- f) Confirmations of expenses incurred for housing, basic telephone and broadcast charges, household insurance, health insurance and for necessary travel to and from the place of study, etc.
- g) Residence registration of all family members living in the household,
- h) Continuation confirmation, a student record sheet for the current semester and a confirmation of academic success,
- i) if necessary, proof of disabilities (disability certificate, medical certificate).

- (3) The applicant confirms on the application form that he/she has not received any other support from the social funds of the Austrian National Students' Union (Österreichische Hochschüler_innenschaft) in the respective academic year, with the exception of the Children's Fund.

5. Procedure

- (1) The applications are processed automatically. The declaration of consent of the applicant is a condition for the granting of support.
- (2) The decision on an application is made in agreement between the social officer, the chairperson and the economic officer and is communicated in the form of a written notification to the applicant and, upon request, also to the responsible social officer or the chairperson of the respective university or college representative body.
- (3) Support obtained through false or incomplete information or in any other unlawful manner must be paid back.
- (4) The responsibility for processing the applications in accordance with the guidelines lies with the Österreichische Hochschüler_innenschaft.
- (5) The Federal Ministry of Education, Science and Research bears one third of the awarded support. Representatives of the Federal Ministry of Education, Science and Research may inspect the documents on the support granted in order to verify that the funds are used in accordance with the guidelines.

6. Amount of support

- (1) The amount of support granted in an academic year depends on the budgetary resources available to the respective university representatives and on the social hardship of the applicants.
- (2) Only one grant may be awarded per academic year, except for grants from the Children's Fund.

II. SPECIAL PART

7. Children's Fund

- (1) In order to support special costs incurred by students with childcare obligations, the Austrian National Students' Union may grant subsidies in accordance with the guidelines and available funds.
- (2) Support from this fund is available to students who are legally required to care for and raise a child.
- (3) Funding is provided for irregular, one-time expenses for the care of a child or other mandatory additional financial burdens (e.g. medical expenses, therapy costs, children's furniture, etc.) as well as childcare costs.
- (4) The application, which must contain the name, address, and matriculation number of the student, must be accompanied by the following documents in addition to those mentioned above:
 - a) Birth certificate of the child for whom support is requested.

When applying for child care subsidies:

- b) a confirmation from the childcare facility (nursery, kindergarten, daycare, after-school care, babysitter) about the visit/ care of the child.
- c) a confirmation of the actual monthly costs paid for childcare (kindergarten fee without meal costs but including heating, handicraft contribution and all other usual partial and incidental costs).
- (5) The amount depends on the extent of social need and the amount of the costs incurred. When determining the amount of the costs for childcare, an annual average is to be assumed. The support amounts to a maximum of 1,400 euros per academic year.

Only one grant per child can be approved in an academic year.

8. Housing Fund

- (1) In order to support the housing costs of students, the Austrian National Students' Union (Österreichische Hochschüler_innenschaft) may grant subsidies in accordance with the guidelines and available funds.
- (2) The prerequisite for the granting of assistance is the existence of a household of one's own as well as a tenancy that has existed for at least three months. The size and price of the apartment must correspond to student housing conditions.
- (3) The guideline value is approx. 20m² for a room without adjoining rooms per person. There is no guideline value for disabled students in the sense of Z 12 (1) (support for students with disabilities).

- (4) The support amounts to a maximum of 1,200 euros per academic year and for disabled students or students with children a maximum of 1,400 euros. The amount depends on the extent of social need and the amount of housing costs.
9. Social Fund
- (1) In order to support students in cases of hardship, the Austrian National Students' Union (Österreichische Hochschüler_innenschaft) may grant financial aid in accordance with the guidelines and the available funds. A case of hardship exists when students are in a situation of social emergency through no fault of their own.
- (2) The support amounts to a maximum of 1,400 euros per academic year. The amount depends on the degree of social hardship.
10. Mediation Fund
- (1) In order to support students who, despite having a legal claim to maintenance from their parents, do not receive this to the required extent, the Austrian National Students' Union (Österreichische Hochschüler_innenschaft) can grant funding for a mediation between parents and students.
- (2) Support is provided in the form of payment of the costs of mediators for the first three hours of mediation, up to a maximum of 700 euros.
11. Psychotherapy Fund
- (1) In order to support students who are socially needy within the meaning of these guidelines and who use or need psychotherapeutic treatment, the Österreichische Hochschüler_innenschaft may grant subsidies in accordance with the guidelines and available funds.
- (2) In order to apply for the psychotherapy fund, the student must provide proof of current or future therapy in the form of a confirmation from a psychotherapist or doctor. The student must also prove that the relevant health insurance recognizes the treatment and covers part of the costs. Alternatively, the student can prove that he/she has applied for a social tariff or a reduced tariff. If a social tariff or a reduced tariff is available, this must be claimed.
- (3) Before accepting support from the Österreichische Hochschüler_innenschaft, students are to be informed about the possibility of taking up free psychotherapy through the Psychological Counseling Centers for Students.
- (4) The psychotherapy costs actually incurred are to be taken into account when calculating the expenses. The support amounts to a maximum of 1,500 euros.

12. Support for students with disabilities
 - (1) For students who have additional financial expenses due to a physical disability, a sensory disability, a mental impairment, a cognitive impairment and can prove a degree of disability of at least 50%, the Österreichische Hochschüler_innschaft can grant financial support in accordance with the guidelines and the available funds. The regulations on the determination of social need do not apply here.
 - (2) Support is provided by taking over the additional costs incurred in the course of studies up to a maximum of 4,500 euros per academic year.
 - (3) In order to be granted support, the applicant must provide information on which intended and possible support for students by other responsible federal, state and municipal institutions, such as the Social Ministry Service, state government offices, etc is already being claimed. If the expenses are not covered by previous funding, the Österreichische Hochschüler_innschaft will contribute to the costs on a pro-rata basis. A cost breakdown must be enclosed for this purpose.
13. Report
 - (1) The Austrian National Students' Union obligates itself to submit a report to the Federal Ministry of Education, Science and Research by the end of the calendar year at the latest on the uptake of the support for the previous academic year.
 - (2) The report shall contain information on the funds allocated and settled for the respective budget year, on the support commitments and refusals, including reasons, broken down by support purpose (social fund, housing fund, children's fund, etc.), educational institution, field of study and gender.
14. Entry into force
 - (1) These guidelines were approved by GZ 2022-0.744.085 of the Federal Minister of Education, Science and Research on 03.11.2022 and come into force on 01.12.2022.
 - (2) The guidelines approved by GZ.54.201/0054-IV/12b/2018 shall expire on 01.12.2022.