

GUIDELINES TO RECEIVE FUNDING FROM THE AUSTRIAN STUDENTS UNION

CORONA EMERGENCY FUND

1. GENERAL REQUIREMENTS

- (1) The Austrian Students Union grants financial aid under the condition, that the student is a member of the Austrian Students Union, a regular student (in accordance with §2 (1) HSG 2014), lives in social deprivation as set in the present guidelines and does not receive sufficient support by any other public body. Employees of the Federal Austrian Students Union are exempt from application.
- (2) There is no legal claim on funding from the Austrian Students Union, any recourse to courts of law is excluded.

2. SOCIAL DEPRIVATION

- (1) Social deprivation is defined by the fact, that the monthly expenses exceed the monthly income. Sudden loss of revenue or other financial damages caused by the COVID-19 pandemic will be taken into consideration.
- (2) The total income, as set out by the directives, is the household budget of the applicant, and where appropriate, his or her partner and child(ren) including revenue acquired through gainful employment, benefits awarded under the Austrian Labour Market Law, the Unemployment Insurance Act, the Maternity Protection Act, the Student Support Act and other legal frameworks, pensions, rent, support received by the government (local or federal) or other institutions such as:
 - State aid (e.g.: family allowance or housing benefits awarded to the student and/or his/her children)
 - Study grants or scholarships
 - Alimonies (for the student themselves or his/her children), including financial aid from parents and/ or family members
 - Childcare benefits

Potential outages of income, the introduction of short-time work or revenue shortfalls for self-employed will be taken into consideration. This applies to the applicant, his/her partner as well as his/ her parent(s).

- (3) The following expenditures can be deducted:
 - a) Actually incurred costs of housing
 - b) Expenses related to your studies, including tuition fees that haven't been refunded
 - c) Phone, internet, broadcasting and television fees as well as household insurance
 - d) Childcare (except tuition for private schools, but including babysitting)
 - e) Alimonies for children that don't live in the same household
 - f) Medical insurance
 - g) Travel expenses related to your studies (e.g.: field trips, way to and from university)
 - h) Cost of living (food, medical drugs, sports, etc.)
 - i) External courses related to your studies and language courses (even if they've been cancelled or will not take place as planned)

For expenses not listed above, please provide an detailed explanation in your application as to why funding is needed.

- (4) The maximum amount of monthly expenses that can be granted is limited to 1.200€. However, special consideration will be applied to every individual case and household situation.

3. ACADEMIC SUCCESS

- (1) An appropriate academic success is defined by the fact, that the applicant completed a total of 16 ECTS credits, equivalent to 8 lecture hours (=“Semesterwochenstunden”, “SE” - in accordance to the preceding austrian university credit system), within the previous three semesters or 8 ECTS credits (4 SE) within the last year. For students enrolled in their second semester, a total of 4 ECTS credits is sufficient. For students that enrolled for the first time in summer semester 2020 a proof of academic success is not required, he or she must only provide an confirmation of enrollment. Students with children or disabilities are eligible to apply if they’ve completed half the required amount of credits in the same time frame.
- (2) Non withstanding point 1. (1) und 3. (1) , irregular students preparing for university (e.g.: entrance qualification examination or language course) and enrolled in their second semester may apply if they received a certificate for the completed course.

4. APPLICATION

- (1) To receive funding from the Austrian Students Union (ÖH) an application must be submitted either by mail or by completing the online application form on the homepage of the Federal Austrian Students Union. The signed application form functions as a statutory declaration that confirms the accuracy of your personal information.
- (2) The application must include, next to the name, address and matriculation number the following:
- a) Copy of an valid ID, including a picture
 - b) Proof of income of the applicant and his partner in case of a shared household
 - c) Confirmation of support payments from other institutions or people such as family members
 - d) Copy of received or paid alimonies
 - e) Bank statements from the last three months
 - f) Proof of payments for expenditures such as costs of living, fees for communication services, household insurance, medical insurance, transportation costs related to your studies, etc.
 - g) Registration form (= proof of residency) of all family members living in the same household
 - h) Study documents such as the confirmation of enrollment, the transcript of records (=“Sammelzeugnis”) and the student record sheet (=“Studienblatt”)
 - i) Evidence of disability
 - j) Letter of dismissal or proof of short-term work of the applicant, or his/her parent(s)

If the student is unable to supply all documents due to measurements taken because of the pandemic (e.g.: quarantine), he or she needs to provide a written clarification in their application, explaining why they’re unable to access them.

- (3) If the applicant already received aid by other branches of the ÖH, additional funding by the Federal Austrian Students Union is not possible.

5. PROCEDURE

- (1) The application will be automatically processed. To receive funding, the applicant has to agree to the declaration of consent.
- (2) Funding will be accepted/ declined by the chairperson of the executive board in consent with head of the office of social policy and the head of the office of economic affairs of the Federal Austrian Students Union (ÖH). The results will be delivered per mail as a written declaration. Upon request, we can also deliver the results to the office of social policy or chairman of the ÖH at the academic institution of the applicant.
- (3) Funding received on the basis of false or incorrect information or similar malpractices must be reimbursed.

6. LEVEL OF AID

- (1) The amount of aid provided is determined by the urgency of the situation of the applicant and the available budgetary means of the ÖH.
- (2) Only a one-off payment per year can be granted.
- (3) Funding is limited to 800€ per year, but in certain urgent circumstances might be raised to 1.000€. The granted amount depends on the seriousness of the applicants situation.

7. ENTRY INTO FORCE AND EXPIRATION

- (1) The guidelines will enter into force on the 30 March 2020.
- (2) The directives will be repealed on 30 of September 2020. All complete applications that arrive until this date will be processed.