

Guidelines for the allocation of resources of the Hufaking Cares Fund

I. Conditions and criteria

- The Fund is a bridging aid for **enrolled** students of the **University of Applied Arts** Vienna who are experiencing financial difficulties and do not receive support through other social systems. This Fund is not a scholarship.
- Students can apply once every semester. This is addressed to those who are under the double studying time (this includes the tolerance semesters). There are two application deadlines, at the beginning, and at the end of each semester. In case of emergency, the application can be sent in between the deadlines.
- The funding is available for ALL enrolled students from ALL citizenships.
- If false statements are made, income is not truthfully represented or concealed (e.g.: Possession of a secondary account/credit card), this may result in an automatic rejection of the application or demand for repayment of the assistance granted.
- You are not eligible to apply, if you have already received financial aid from the Social Fund of the ÖH Bundesvertretung (<https://www.oeh.ac.at/sozialfonds>) in the current semester.

II. Documents required for the application

*-All documents need to be either in **German or English**, and if necessary translated.*

*-Upload only official documents (screenshots will **not** be taken into account)*

*-All attached documents are in **PDF format** only and **named** correctly.*

1. Truthfully completed and signed form (This can be found in the <https://hufak.net/>)
2. Meldezettel - Residential registration form of the applicant.
 - i.a. residential registration form of the child(ren) of the applicant as well as their birth certificate(s).
 - Residential registration form and the income of all persons living in the same household (exception shared apartment residents of the household, WG).
3. Mietvertrag - Rental agreement/ contract.
4. Continuous account statements (Kontoauszüge) for the last three months before application of ALL accounts of the applicant (and i.a. from the partner of the same household). A turnover list (Umsätze) is **not** the official document required.
 - i.a. Alimentationsvereinbarung (Alimentation agreement), confirmation of alimony advance, confirmation of payment for alimony.
 - i.a. Lohnzettel (payslip), or certificate of any current income (e.g.: scholarship).
5. Inskriptionsbestätigung - Confirmation of current enrolment in the University of Applied Arts.

6. Simple letter about the individual situation [Explanation]Proof of at least four ECTS achieved on the previous semester (exception: first semester students) The Studienplananalyse is **not** a confirmation of academic achievements.

- i.a. Ph.D. students are requested to submit a statement from their supervisor.

7. Other: any extra information that can support your application is welcome (e.g. medical costs, insurances, children expenses, registration for the diploma, loan contracts, etc.) Expenses and income must be listed as accurately as possible.

All documents will be treated confidentially and will not be passed on to third parties.

In the event of a misrepresentation in the application, the financial support must be repaid. Without exception, all applications are then subject to a review according to the guidelines below.

3. Mode of allocation

- The amount of support distribution (up to a max. of 700€) takes place once and not in instalments.
- The applicants will be informed about the decision of the allocation of the funds by e-mail.

4. Guidelines for expenses

The following maximum values per month are generally considered for current expenditures:

○ Monthly expenses:

- Rent (incl. operating costs) + energy costs: 550 €.
- Telephone, internet, radio and television fees, and household insurance: 90 €
- Health insurance: 70 €
- Living expenses (food, clothing, hygiene items ...): 300€

○ One-time costs:

- Travel expenses: 150 € or Climate ticket- Expenses necessary for study: 250 €
- Tuition fees, if not already refunded.
- In case of higher expenses for studies, please attach receipts/invoices so that these expenses can be taken into account.

Notable higher expenditures on individual items can lead to the exclusion from the allocation of the social fund. Applicants should state in the explanation letter the reason(s) for higher costs on specific items. This is addressed as well to students with child(ren)/ same household partner.