

Guidelines for the allocation of resources of the Hardship Fund.

1. Principles

The Hardship Fund is a bridging aid for students of the University of Applied Arts Vienna who have fallen on hard times and do not receive support through other social systems. The Hardship Fund is not a scholarship.

The hardship fund is:

- primarily a **one-time support for an acute case** (e.g.: urgent financial burden preventing the continuation of studies)
- a support for students of the University of Applied Arts Vienna who are in financial difficulties.

2. Requirements for the receipt of the hardship fund

- **Acute emergency:** Emergency situation which can be sustainably improved by the allocation of the Hardship Fund. An emergency situation is understood here as, for example, medical care, official fees, rent debts and the like.
- **Social indigence:** household expenses greater than income (maximum values must be observed);
- Current enrollment **at the University of Applied Arts** and at least 2 ECTS in the last semester or at least 4 ECTS in the last 2 semesters. When starting a new study program, the requirement to prove ECTS is not applicable.

The following may be grounds for exclusion:

- Residence with parents, with other persons obliged to support, or in facilities of institutions (homes) where basic care is provided.

Students on leave of absence from their studies are not eligible to receive hardship fund monies.

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

3. The following must be enclosed with the completed application

(please attach copies of all receipts only, receipts will not be returned).

- Registration form of the applicant, if applicable of the partner (only in case of a joint household), if applicable of the child(ren) of the applicant
- Rental agreement
- Continuous account statements of the last 3 months prior to application for ALL accounts of the person making the application
- Receipt for all monthly (or even one-time) expenses and income
- Allimentation agreement, confirmation of alimony advance, confirmation of alimony payment
- Birth certificate of the child/children.
- Confirmation of enrollment
- further evidence of your distress (e.g. medical certificate, theft report, proof of therapy and/or treatment costs, confirmation of rent arrears, etc...)
- Proof of ECTS earned

4. Spending guidelines

For current expenses, the following maximum values per month are usually considered:

Monthly expenses:

- Rent (incl. operating costs) + energy costs: ~ 700 €
- For children: For first child: ~ +200 € / Each additional child +100 €
- Telephone, Internet, radio and television fees, and household insurance: ~ 80 €
- Health insurance: ~ 120 €
- Living expenses (food, clothing, hygiene items ...): ~ 420 € (+310 € per child)

One-time costs:

- Travel costs: ~ 150 €
- Expenses necessary for study: 250 € credited as a lump sum.

- If you have higher expenses for your studies, please attach receipts/invoices so that these expenses can be taken into account.
- Study fees, if not already refunded

Markedly higher expenditures on individual items are grounds for exclusion from the Hardship Fund.

5. Application

Applicants must truthfully complete the Hardship Fund Application.

Applicants must explain their emergency situation as precisely as possible.
(What has changed in my life so that I need Hardship Fund resources?)

Expenses and income must be listed as accurately as possible.

Due to the current situation, applications can only be submitted by e-mail to **socialfund@uni-ak.ac.at**

All attached documents please in PDF format only.

If false statements are made, income is not truthfully represented or concealed (e.g.: possession of a second account/credit card), this may lead to an **automatic rejection of the** application or **to a demand for repayment of** the assistance granted.

All documents are treated **confidentially** by employees of the social department and are not passed on to third parties.

6. Award mode

The amount of funding per applicant and application is max. **EUR 800€.**

The distribution is made once and not in installments.

The applicants are informed about the decision of the allocation of the resources of the hardship fund by e-mail. If the decision is positive, the applicants have three days to accept or reject the support. If no response is received, the amount will be automatically transferred to the account specified in the application.