

Guidelines for the allocation of the Hardship Fund

1. Principles

The Hardship Fund is a financial aid for regularly enrolled students of the University of Applied Arts Vienna, who are in financial need, and receive no financial support from any other social fund system. The Hardship Fund is not equivalent to a scholarship.

The Hardship Fund is:

- a one time financial subsidy for an acute case (e.g. a pressing financial burden, which denies the student continuation of their studies)
- a form of support for students of the University of Applied Arts Vienna that find themselves struggling in a difficult financial situation

2. Eligibility for the Hardship Fund

- Emergency: Emergency situations which can be substantially improved through the granting of the Hardship Fund. Emergency situations include, medical care, government fees, rent charges, etc.
- Social need: e.g. household expenditure exceeds earnings (keeping maximum value of expenses in mind)
- Currently enrolled student at the University of Applied Arts Vienna: Currently enrolled and within the double minimum study period. Students on study leave are not eligible to apply for the social fund.

The following points can disqualify the applicant's application:

- Residence in a parent's home or with any other persons obliged to provide support, or social institutions charged with providing primary care.
- Due to the current situation, the proof of expenditure will be exempted until the current situation improves.
- As soon as the University returns to its normal operation, all documents must be submitted.
- If an applicant provides falsified documents, the support must be paid back.

The completed application form

(https://hufak.net/wp/wp-content/uploads/2020/04/h%C3%A4rtefonds_en_multiline.pdf) which includes an explanation of the emergency situation, if possible the bank account statements of the last 3 months, and a confirmation of enrolment must be emailed to haertefonds@hufak.net. The student ID and Student Form "Studienblatt" act as a proof of enrolment of studies at the University of Applied Arts Vienna.

Without exception, all applications will be evaluated on the following guidelines.

3. Subsequent submission of documents, at the latest after the current situation has improved **Please attach only copies of all your documents, they will not be returned!**

- - Registration form ("Meldezettel") of the applicant person, if applicable of the partner (only in case of a shared household), if applicable of the child(ren) of the applicant
- - Birth certificate of the child(ren)
- - continuous bank account statements of the last 3 months before the application for all accounts of the applicant
- - alimony agreement, confirmation of alimony payment advance, confirmation of alimony payment
- - Rental agreement
- - proof for all monthly (or even one-time) expenses and income
- - further proof of your emergency situation (e.g. medical examinations, theft report, proof of therapy and/or treatment costs, confirmation of rent arrears, etc.)

4. Guidelines for Expenses

- For running expenses, the following maximum values per month will be considered:
- Rent (incl. maintenance fees) + utility cost: 350€ rent + 50€ utility costs
with children: first child: +100€ rent, +25€ utility cost
every additional child: (+50€ rent, +15€ utility cost)
- Rent student residence (incl. internet, utility und maintenance costs): 350€
- Telephone, internet, radio and television fees, and house insurance: 50€

- Health insurance: 61,43€¹
- Living costs: (food, clothing, hygiene products...): 300€
Children: + 100€ per child
- Transportation: 75€²
- Necessary study expenses: an estimated flat rate of 250 €. ³
- Tuition: the entire sum, if not yet refunded

The application for the Hardship Fund can be denied if the expenses substantially exceed the maximum value of expenses for each section.

5. Application form

- The applicant must fill out the application form truthfully in order to receive the Hardship Fund. The application form can be downloaded from https://hufak.net/wp/wp-content/uploads/2020/04/h%C3%A4rtefonds_en_multiline.pdf
- The applicant must outline their situation as accurately as possible. This influences the decision. (What has changed in my life for me to seek support from the Hardship Fund).
- Expenses and earnings must be listed as accurately as possible.
- Due to the current situation, the application must exclusively be submitted via e-mail to haertefonds@hufak.net. Please submit all documents in a PDF format.
- False information, dishonest submission or concealment of income (e.g. owning a second bank account or credit card) can lead to an automatic rejection of the application or to a demand for repayment of any support that has already been granted.

¹ As of: April 2020. Based on the current student self insurance rate, to be found on www.gesundheitskasse.at

² As of: April 2020. Based on the current rate of the Wiener Linien Semester pass for students with registered main residence in Vienna. To be found at: www.wienerlinien.at

³ In the case of higher expenses for tuition, please provide evidence/bills, so that this can be taken into account.

- All documents will be confidentially handled by the staff of the department for social affairs and not shared with a third party.

6. Allocation of funds

- The maximum sum per applicant amounts to 400€. The amount per applicant depends on the details and documents provided by the applicant. The entire payment will be transferred at once and not in installments.
- The committee that decides on the allocation consists of the Department for Social Affairs, the Chairpersonship and the Department for Financial Affairs.
- Applicants will be informed by email about the decision to award the Hardship Fund. If the decision is positive, the applicants have three days to accept or reject the support. If there is no response, the amount will be automatically transferred to the bank account which was listed on the application form.

7. Application period

These guidelines enter into force with immediate effect.

They expire on 30th June 2020.