

GUIDELINES HARDSHIP FUND

OF THE STUDENT UNION AT THE FH UPPER AUSTRIA



Linz, March 2020

Guidelines of the Student Union at the FH Upper Austria (ÖH FH Oberösterreich) for the allocation of a grant from the ÖH COVID Hardship Fund.

March 2020

§1 GENERAL CONDITIONS

- (1) The prerequisite for the granting of support by the ÖH COVID Hardship Fund of the ÖH FH Oberösterreich is the admission to studies. The decisive criterion is a comprehensible loss of earnings, due to the current situation caused by COVID-19, which leads to an acute financial emergency.
The aim is to ensure independent, fast and targeted support. No reference is made to nationality. The application and the processing are done digitally.
- (2) Academic achievement is considered in the decision-making process. Proof of a serious and determined course of study must be provided. The studies are considered serious and determined, in the case of
 - a) regular students of higher semesters who can show at least 16 ECTS credits or 8 semester hours per week per academic year or 8 ECTS credits or 4 semester hours per week after the first semester. This limit may be waived in cases of particular hardship (e.g. illness, pregnancy, unforeseen incident).
 - b) extraordinary students who can show at least 12 ECTS credits or 6 semester hours per week per academic year or 6 ECTS credits or 3 semester hours per week after the first semester.

§2 DEADLINES AND REGULATIONS

- (1) A maximum of three applications may be made per semester for support from the ÖH Hardship Fund at the FH OÖ.
- (2) The support from the ÖH Hardship Fund of the FH OÖ is a non-permanent support; it is intended to alleviate the financial hardship of students due to the Covid-19 measures.
- (3) The application for support must be filled out completely and truthfully. If the ÖH FH Oberösterreich is evidently being deceived by untrue or incomplete information or documents, the application must be rejected.
Grants that were obtained based on untrue or intentionally incomplete information are to be refunded. In this case, an administrative charge of EUR 100.00 has to be paid. The employees of the Social Department of the ÖH FH Oberösterreich are to be informed within 14 days of any facts that would result in a repayment of the support since the support was granted.
The ÖH FH Oberösterreich also reserves the right to take legal action in the event of contravention.

§3 SOCIAL INDIGENCE

- (1) No significant liquidity reserves, e.g. in the form of savings, may be available. This financial situation must be confirmed by personal signature. Bank account statements

from the last 3 months will be inspected by the social services department. The applicant confirms that he/she only has the stated accounts.

- (2) When processing the application, the applicable provisions in the area of the "Federal Act on Establishment and Residence in Austria" and the associated ordinances and implementing provisions shall be taken into account in an appropriate manner and in case of doubt in favour of the applicant.
- (3) Due to the Covid-19 measures, the applicant is in a financial emergency and is unable to raise funds for expenses (scripts, books, etc.) that are essential for the further success of his/her studies. The expenses will be considered in part or in full depending on the necessity.
- (4) Proofs must be submitted when receiving study assistance, as well as exemptions (GIS, prescription fee, etc.) and further assistance. These proofs serve as an indication of "social indigence" according to these guidelines. Negative decisions and other letters that provide information about the financial situation of the applicant must also be enclosed with the application.

§4 CALCULATION

General information

- (1) The financial emergency resulting from the COVID 19 measures must be substantiated by the submission of the necessary documents. The calculation is made by comparing all life-support costs plus the proven deductible expenses.
- (2) The amount of the grant allocated depends to a large extent on social need, the associated hardship and the number/amount of loss of earnings. In principle, the maximum subsidy is calculated in relation to 80% of an income on a marginal basis in order to provide targeted support to students with loss of earnings to bridge the hardship.

§5 APPLICATION

- (1) Applications for support from the ÖH Hardship Fund may be submitted by students of the FH Upper Austria to the Social Department of the ÖH FH Upper Austria. These applications shall be processed as soon as possible. The documents have to be sent to the following email address: sozial@oeh.fh-ooe.at
- (2) Attached to the application must be the following, if available:
 - a) Confirmation of Student Registration
 - b) Certificate of Registration of the applicant
 - c) Certificate of Registration of the parents
 - d) Current insurance data extract
 - e) Residence permit/visa and proof of financing of the stay
 - f) Notifications of subsidies and exemptions from charges
 - g) Proof of income of legal guardians
 - h) Proof of income of the spouse/partner

- i) Confirmation of Receipt of Maintenance (e.g. alimony)
 - j) Confirmation of Receipt of Maintenance Payments (parents, partner, friends..)
 - k) Complete Bank Account Statements of the last 3 months (turnover lists)
 - l) Rental Agreement and Proof of Payment of the rent
 - m) Proof of Payment of operating costs
 - n) Proof of Payment of internet access costs
 - o) Proof of any Travel costs
 - p) Current Certificate of Registration of the child
 - q) Current Certificate of Registration of the partner
 - r) Statement on oath
 - s) Other evidence of the hardship (letters of notice, invoices, confirmations of rent arrears, etc.)
 - t) Other reasons for financial burden
- (3) Any decision of a public authority which adds to the transparency of the financial situation shall be enclosed.
- (4) If any document is not accessible due to the COVID 19 pandemic, this must be explained in the application and can be requested subsequently.

§6 DECISION-MAKING STRUCTURES

- (1) Applications shall be submitted to the Social Department of the ÖH FH Oberösterreich. The social department collects and processes the applications.
- (2) The names of the applicants will be anonymised to the sub-committee. No personal data of the applying persons will be passed on to authorities that provide the ÖH Hardship Fund with financial means.
- (3) The processing is carried out in the specially appointed committee of the students' union.
In this sub-committee there are mandataries of the students' union with voting rights as well as the social department. The decision is sent to the applicant with a statement of reasons and, in the case of a payment, to the Economic Department.
- (4) The applicant must provide credible evidence (by attaching the necessary documents) of the needed financial support. Likewise, no other significant liquidity reserves must be available on the side of the applicant.
- (5) The period of the ÖH Hardship Fund is linked to the duration of the COVID 19 measures. There is no legal claim to the allocation of the support.