



# HOCHSCHÜLER\*INNENSCHAFT KUNSTUNIVERSITÄT LINZ

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## GUIDELINES FOR APPLICANTS TO THE SOCIAL FUND OF THE AUSTRIAN NATIONAL STUDENT UNION (ÖH)

### 1. GENERAL GUIDELINES

The Social Fund ("Sozialtopf") awarded by ÖH of Kunstuniversität Linz serves the purpose of providing direct support for students in difficult social conditions. In case of a problematic economic situation, this support helps students to cover study-related costs that are not compensated by other benefits. Only regular degree students (Austrian or foreign nationals) may apply for such grants. The application deadline can be found on the ÖH website.

**IMPORTANT:** to be able to claim benefits from the Social Fund, you must comply with the following prerequisites:

- an application to the Social Fund in Vienna must have been submitted over the past 12 months (deadline = submission date for Social Fund); respectively, proof of previous receipt of benefits from the Social Fund must be enclosed;
- a current application for study benefit must have been submitted; students who are not entitled to submit an application for study benefit are exempted from this requirement.

### 2. ELIGIBILITY

Students whose monthly expenses exceed their monthly income shall be considered eligible. Students living with their parents are not eligible for support under the Social Fund.

#### INCOME:

All forms of income of the applicant as well as all forms of income of the partner living in a joint household with the applicant shall be used for calculation. In case of shared flats composed of separate households, only the applicant's portion of the rent and the applicant's household expenses need to be specified in the application.

The following shall be counted as income:

- income from paid work,
- benefits disbursed under the Unemployment Insurance Act, Parental Leave Act, Student Support Act, Labour Market Service Act and other laws,
- pensions,
- support by the Federal Republic, federal provinces, municipalities and other organisations, such as benefits (e.g. housing benefit or family benefit for students and their children), study benefit and other scholarships, maintenance payments (alimony for parent/s or child/children) as well as any other funds disbursed by parents and other persons,
- holiday jobs and casual employment,
- traineeships,
- as well as any other support.

#### CEILING AMOUNTS:

The expenses to be listed by the applicant are subject to ceiling amounts, i.e. costs in excess of these cannot be taken account of. If this should apply to you, please only state the ceiling amount. Please strictly observe the following ceiling amounts!

- For actual housing costs, a maximum of € 214.- for the applicant. For the spouse/partner living in the same household/in partnership with the applicant and for the children living in the same household, the eligible amount for housing expenses is incremented by € 90.- per person;
- for essential study-related expenses including non-refunded tuition fees, a maximum of € 190.- (with proof of costs) or (without proof of costs) a lump sum of € 83.-;
- for telephone call charges, TV and radio licence fees as well as household insurance, a maximum of € 67.- monthly;
- for childcare (excepting private school fees but including baby-sitting costs), a maximum of € 225.- monthly;
- for health insurance, not exceeding the current amount of contribution of „Studentische Selbstversicherung der ÖÖGKK“
- for the necessary trips taken by the student from, to and at the place of study, the monthly amount of the cheapest student tariff;
- for living expenses (food, clothing, medication, leisure, books, etc.), monthly maximum amounts of € 300.- for the applicant, € 210.- for his/her partner and € 210.- for every child living in the same household may be deducted.

In individual cases, unforeseeable one-off expenses may moreover be classed among monthly expenses by listing one twelfth of the respective amount, if such expenses are urgently necessary and can be documented with suitable proof, e.g. excursions, language classes, ...

In all, the expenses calculated as described above must not tally at more than € 616.- monthly for the applicant and € 444.- monthly for the spouse/partner living in a joint household/partnership. This amount may be incremented by € 275.- (for applicants who are married/living in a partnership) and by € 385.- (for single-parent students) for every child living in the same household (child benefit is not calculated as income), plus by € 225.- for documented childcare costs; in addition, a maximum of € 165.- may be deducted for essential study-related expenses.



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## 3. STUDY PROGRESS

Compliance with the requirements for study benefit is considered proof of positive study progress.

## 4. APPLICATIONS MUST CONTAIN THE FOLLOWING DOCUMENTS:

Please enclose all documents as copies only, since they will not be returned!

- Residential registration form ("Meldezettel") of applicant, his/her partner (only if living in joint household), child/children of applicant
- Current student record sheet ("Studienblatt") and confirmation of enrolment ("Fortsetzungsbestätigung")
- Student identity card
- All pages of current official notice on eligibility for study benefit (including rejections) ("Studienbeihilfenbescheid")
- Documentation of any other scholarships
- Proof of receipt of Social Fund benefits
- Transcript of records (list of all passed exams - "Studienerfolgsnachweis"-), or diploma examination certificate/s, bachelor's certificate/s, master's certificate/s
- Current certification of diploma thesis, master's thesis, bachelor's thesis or dissertation
- Certification of sabbaticals (if any)
- Proof of income of applicant, his/her parents and his/her partner (only if living in joint household)
- Complete and consecutive bank statements of the last four months prior to the application for all accounts held by the applicant
- Copy of all savings accounts held by applicant
- Marriage certificate
- Divorce decree
- Birth certificate/s of child/children
- Alimony agreement, confirmation of advance maintenance payments, confirmation of alimony payments
- Tenancy contract, confirmation of payment of the last four monthly rents
- Proof of all monthly (or one-off) expenses and forms of income
- Other proof of eligibility (e.g. medical certificates, report of theft, proof of therapy and/or treatment costs, proof of arrears of rent payment or similar)

## 5. FINAL PROVISIONS

All information furnished must be complete and correct. Incomplete or faulty applications will not be processed.

False or erroneous information will entail instantaneous exclusion from Social Fund benefits!

To prevent any such difficulties, we kindly request you to submit your application in person during the office hours of the ÖH Social Affairs Office ("Sozialreferat") in Domgasse. In exceptional cases, applications may also be sent by post.

Address: Österreichische HochschülerInnenschaft an der Kunstuniversität Linz

c/o "Sozialtopf" (Social Fund)

Domgasse 1

A-4010 Linz

## OTHER POSSIBILITIES FOR RECEIVING BENEFITS

- Social Fund of the Austrian National Student Union
- general information: <https://www.oeh.ac.at/sozialfonds> (in german)
- Formulare: <https://www.oeh.ac.at/file/229/download?token=ab1Q7WVB> (in german)
- Housing Fund of the Austrian National Student Union for housing benefit (for link see Social Fund, in German)
- Childcare Fund of the Austrian National Student Union: studying parents may receive childcare benefit (for baby-sitter, daycare, crèche, kindergarten, after-school childcare, ...) (for link see Social Fund, in German)
- Mediation Fund of the Austrian National Student Union for the support of students who do not receive the financial support due to them by their parents despite their legal maintenance entitlement (for link see Social Fund, in German)
- Study benefit disbursed by the Federal Ministry of Education, Science and Culture (bm:bwk): in social emergency cases combined with good study progress, study-related costs that cannot be covered by other allowances (such as study benefits, grants for studies abroad, performance und research scholarships) and existing maintenance obligations are reimbursed; link: <https://www.bmwf.gv.at>
- Performance scholarship of Kunstuniversität Linz  
(form and information (in german): [http://www.ufg.ac.at/fileadmin/media/zentrale\\_verwaltung/studien\\_und\\_pruefungsabteilung/stipendien\\_und\\_preise\\_01/2017/Formular\\_FINAL\\_Leistungsstipendium\\_WS17\\_18.pdf](http://www.ufg.ac.at/fileadmin/media/zentrale_verwaltung/studien_und_pruefungsabteilung/stipendien_und_preise_01/2017/Formular_FINAL_Leistungsstipendium_WS17_18.pdf))
- Research scholarship of Kunstuniversität Linz  
(form and information (in german): [http://www.ufg.ac.at/fileadmin/media/zentrale\\_verwaltung/studien\\_und\\_pruefungsabteilung/stipendien\\_und\\_preise\\_01/2017/Formular\\_FINAL\\_Foerderstipendium\\_WS17\\_18.pdf](http://www.ufg.ac.at/fileadmin/media/zentrale_verwaltung/studien_und_pruefungsabteilung/stipendien_und_preise_01/2017/Formular_FINAL_Foerderstipendium_WS17_18.pdf))
- OeAD - Austrian agency for international mobility: [www.oead.at](http://www.oead.at)

For details, further information regarding the possibilities listed above and much more, please contact the ÖH Social Affairs Office of Kunstuniversität Linz, Domgasse 1, 2nd floor, room 2.52, A - 4010 Linz during its office hours, consult the internet <http://www.ufg.ac.at/Sozial.2117.0.html> or send an e-mail to [oeh.sozialreferat@ufg.at](mailto:oeh.sozialreferat@ufg.at)