

VU UNIVERSITY AMSTERDAM FINANCIAL AID FOR STUDENTS REGULATIONS, 2013 -2014

In accordance with Article 7.51 of the Higher Education and Research Act

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Revised regulations 2013-2014

Agreement of university student council: 2 July 2013

Decision by the Executive Board: 28 May 2013 (subject to the agreement of the university student council)

GENERAL SECTION

Opening provisions, concluding provisions

To enhance the readability of the text, only masculine pronouns are used.

Preamble

Article 7.51 of the Higher Education and Research Act allows the provision of financial aid for students who have fallen behind in their studies as a result of circumstances described elsewhere in these regulations and who meet certain conditions. The regulations are derived from the legal provisions. Any exceptions to the conditions are stated in the relevant section of these regulations.

Article 1 Definitions

1. These regulations use the following definitions:
 - a. DUO: *Dienst Uitvoering Onderwijs* – the Education Executive Agency (formerly the IBG and CFI), the body responsible for student grants, among other things;
 - b. Prescribed duration of study: the duration of a study programme according to the CROHO or the Implementation Decree of the Higher Education and Research Act;
 - c. CROHO: *Centraal Register Opleidingen Hoger Onderwijs* – Central Register of Higher Education Study Programmes
 - d. Aid: reimbursement from the VU University Amsterdam Financial Aid for Students Fund (FOS);
 - e. Performance-linked grant: a form of student grant that does not include the tuition fees loan, the basic loan, or the supplementary loan, which is awarded during the combined prescribed duration of study of the Bachelor's and Master's study programmes in the form of a performance-linked grant;
 - f. Loan phase: form of student loan, awarded in the 36 months after the period in which entitlement to the performance-linked grant existed;
 - g. Student receiving performance-linked grant: a student who receives a student grant (performance-linked grant) for a higher education study programme during the prescribed duration of study;
 - h. CSL: *Centrum voor Studie en Loopbaan* – Course and Career Information Centre (part of SOZ);
 - i. SOZ: *Dienst Student- en Onderwijszaken* – Department of Student and Education Affairs
 - j. Student: a person enrolled at VU University Amsterdam as a full-time or sandwich student and who pays the relevant tuition fees.
 - k. WHW: *Wet op het Hoger Onderwijs en Wetenschappelijk Onderzoek* – Higher Education and Research Act (Act of 8 October 1992, Bulletin of Acts and Decrees 1992, 593 and as subsequently amended);
 - l. WSF 2000: *Wet Studiefinanciering 2000* – Student Grant Act 2000 (Act of 29 June 2000, Bulletin of Acts and Decrees 2000, 286, and as subsequently amended);
 - m. FOS Committee: the committee that assesses applications for financial aid from students and advises on them to the Executive Board.
2. Other definitions that appear in these regulations have the meaning ascribed to them by law, to the extent that they are used in the law.

Article 2 Conditions

1. Financial aid is awarded to students
 - a. who, as a result of circumstances described in these regulations, fall behind in their studies in an academic year in which they are enrolled as full-time or sandwich students for a study programme for which they have not yet had their overall assessment,
 - b. while they receive, in the context of taking a study programme as referred to under a, a performance-

- linked grant in accordance with the WSF 2000 during the period in which they fell behind in their studies¹, and
- c. who are enrolled at VU University Amsterdam as a student and have paid their tuition fees to VU University Amsterdam.
2. Students who do not receive a performance-linked student grant solely on the grounds of their nationality may make a claim based on these regulations, providing they are on schedule with regard to the prescribed duration of study of their programme. They must meet the requirements that apply to students who receive a student grant. Instead of the requirements mentioned in paragraph 1 under b, they are obliged to demonstrate that they have a fixed source of income with which they can meet their day-to-day living expenses. The level of aid for foreign students is the same as the amount of the student grant payable to students who do not live at 'home' (with their parents, for example). For each academic year, a maximum of three months' aid may be awarded.
 3. If the documents are in a foreign language (other than English), students should append a certified translation in Dutch or English.

Article 3 Combination of circumstances

1. If a combination of circumstances occurs within the same period, each of which constitutes grounds for awarding financial aid, a decision will be taken as to which circumstance has contributed most to the student falling behind in his studies. Financial aid is awarded solely on the grounds of this circumstance.
2. If there is a combination of circumstances that involves participation in a study programme committee, then the amount awarded for participating in a study programme committee will be equated to one month's grant for participating in an administrative body.

Article 4 Decisions

1. On behalf of the Executive Board, the SOZ director will issue his decision on applications within ten weeks of receipt.
2. The period mentioned in the first paragraph will be suspended if the application is incomplete. The application will be returned to the applicant. He will then be given a reasonable period of time in which to complete his application. Applications will not be considered until all the required information has been submitted.
3. The following decisions are possible:
 - (partial) granting of the application to establish that the student has fallen behind in his studies, for a period to be determined as part of the decision. Where applicable, the student may be required to make reasonable progress in his studies;
 - refusal to grant aid;
 - the application may also be ruled inadmissible, because:
 - it was not submitted in time;
 - it was incomplete.
4. Decisions are accompanied by a brief description of the reasons and are communicated to the student in writing. Decisions also contain details of how the applicant can formally object, including the period of time within which any such objection must be submitted.

Article 5 Objections and appeals

1. Objections against a complete or partial refusal, or in the absence of any decision within the ten-week period after a complete application for financial aid has been submitted, may be submitted to the Executive Board, in accordance with the objections procedure laid down by the same Board². Objections must be submitted within six weeks.

¹ The exceptions can be found in the individual sections of the regulations

² http://www.vu.nl/nl/Images/Bezwaarschriftprocedure_tcm9-1760.pdf

2. Decisions on objections made by the Executive Board on the basis of these regulations may be appealed at the Higher Education Appeals Tribunal, for which fees will be charged. Appeals must be submitted within six weeks.

Article 6 Transfer of authority

The Executive Board authorizes the SOZ director to take decisions based on these regulations, except decisions relating to objections. The FOS Committee will advise the director before he takes his decision.

Article 7 Hardship clause

The Executive Board may agree to take measures, in circumstances other than those mentioned in these regulations, to prevent any unfairness of a compelling nature.

Article 8 Transitional provision

Claims granted before these regulations entered into force shall be dealt with in accordance with the Financial Aid for Students Regulations that applied in the academic year in question.³

Article 9 Amendments

These regulations may be amended by the Executive Board. Any decision to make amendments to these regulations requires the prior consent of the university student council.

Article 10 Entry into force and official title

1. These regulations shall enter into force and replace the previous Financial Aid for Students Regulations on 1 September 2013, notwithstanding the provisions in Article 8.
2. The official title of these regulations is '*Regeling Financiële ondersteuning studenten 2013*', with reference to the relevant section.

The annex to these regulations lists the number of administrative months to be awarded.

³ This also includes circumstances that arose before 1 September and which continued to exist after that date. For example: if a study programme committee has an irregular period of office that started in March 2009, the members of the committee come under the provisions of the 2009 regulations, even though the FOS regulations of the following year may apply.

FINANCIAL AID FOR STUDENTS REGULATIONS in accordance with Article 7.51 of the WHW

SECTION I

Financial aid due to exceptional circumstances

Article 1 Exceptional circumstances

1. Exceptional circumstances affecting students are:
 - a. illness;
 - b. physical, sensory or other functional impairments;
 - c. exceptional circumstances relating to first or second-degree relatives⁴;
 - d. an unfeasible (from the point of view of the student) study programme⁵;
 - e. a Master's programme of more than sixty ECTS credits that is not listed in the WHW Implementation Decree;
 - f. pregnancy and giving birth.
2. Applicants who have obtained sixty or more ECTS credits in an academic year are not considered to have fallen behind in their studies and are therefore not eligible for payments from the FOS.

Article 2 Notification of falling behind in one's studies

1. Students must give notification of any exceptional circumstance that leads or could lead to their falling behind in their studies to a student counsellor at the CSL or to a study advisor. Students who have notified a study advisor of their exceptional circumstance that could lead to a claim under these regulations should contact a student counsellor within one month for further assistance. Giving notification of the circumstance to the Student Psychological Counselling Service or to any other university employee does not constitute making a claim.
2. Notification must be given as soon as possible, but no later than three months after the exceptional circumstances arose or became known.
If notification of the circumstances is given later, no claims for aid in relation to study delays that arose more than three months before notification was made will be accepted.
3. In the event that notification of an exceptional circumstance is not given in time, a claim will only be honoured if the reasons for the breach of the time limit are considered excusable by the Executive Board.
4. In the event of an exceptional circumstances of a long-term nature (such as a chronic condition), notification of falling behind must be given anew every year to the student counsellor. This may be done by e-mail. A separate meeting with the student counsellor is necessary in order to establish the extent of the delay.
5. Students who fall behind in their studies and therefore seek to apply for financial aid must undertake to actually use the help offered by the university to reduce the delay. Such help may consist, for example, of recommendations made by a student counsellor and a study plan drawn up in consultation with a study advisor, study supervision, help with planning, or the provision of special facilities.
6. Students who are unable to study at all due to illness or exceptional family circumstances and who therefore wish to receive financial aid are obliged to comply as much as

⁴ spouse or partner, parents, children, grandchildren, grandparents, siblings

⁵ The Master's programme in medicine is deemed to be unfeasible in the event of a waiting time of more than three months

possible with the recommendations and instructions regarding the suspension of their student grant.

Article 3 Application to establish study delay

1. Applications to establish study delay - whether a student has fallen behind in his studies - should be submitted to the Executive Board, attn. the director of the Department of Student Services, De Boelelaan 1105, room 0E-55, 1081 HV Amsterdam, quoting 'financial aid for students'.
2. Applications to establish study delay should be submitted as soon as possible, but before 1 March following the academic year in which the study delay resulting from exceptional circumstances occurred.
3. In the event of a structural functional impairment (such as a chronic condition), a study delay must be registered every year. The study delay shall be registered in accordance with paragraph 4.
4. The factors that determine the extent of study delay are:
 - a. the duration and the seriousness of the exceptional circumstances,
 - b. the actual length of the delay,
 - c. the curriculum, and
 - d. the time within which the delay could have been cleared.
5. No aid will be awarded in the case of study delays of less than one month.
6. In accordance with this section of the FOS, the financial aid received by any student during the period of his studies at VU University Amsterdam shall not be awarded for more than half the number of months of the prescribed period of study for his study programme.

Article 4 Requirements that applications to establish study delay must meet

1. Applications to establish study delay must include the reasons for the application, and:
 - a. an overview of the credits obtained in the academic year in which the exceptional circumstance occurred;
 - b. a copy of the most recent allocation ruling by the DUO relating to the student's grant for the academic year in which the exceptional circumstance occurred.
2. At the request of the FOS Committee, the student counsellor will provide a declaration in relation to the notification of study delay that includes the seriousness and duration of the exceptional circumstance, as well as any other relevant information.
3. The following items must be added, if applicable:
 - a. with regard to applications in accordance with Article 1, under a, b and f, a dated statement by a doctor (the doctor treating the applicant, if applicable), psychologist or obstetrician, from which it is clear when the circumstances arose;
 - b. with regard to applications in accordance with Article 1, under c (exceptional family circumstances), written evidence of the exceptional family circumstances. If it is not possible to present any such documentation, the applicant must ask the student counsellor to include an explanatory note in the statement as referred to in paragraph 2;
 - c. with regard to applications in accordance with Article 1, under d (insufficiently feasible study programme), a statement from the faculty board, via the study advisor, that includes at least the number of months of study delay;
 - d. if, after the resumption of his studies, the student in question is not fully capable, a study plan that includes the preconditions and sequences that apply to examinations, drawn up in consultation with the study advisor. The

purpose of the study plan is to limit as much as possible the extent by which the student falls behind in his studies. The study plan is intended for the period subsequent to the resumption of studies by the student. New study plans will continue to be drawn up for as long as the student is not fully capable.

Article 5 Payment of financial aid

1. Applications for payment of financial aid should be submitted contiguously to the conclusion of the performance-linked grant, but before 1 March of the subsequent academic year.
2. The level of the financial aid every month is equal to the basic student grant plus, where applicable, the supplementary grant received by the student, but without the provision of travelling expenses. The financial aid is determined on the basis of the most recently received DUO report on the student grant and loan period, the reference month being January.
3. Financial aid is to be regarded as a gift. Payment is made for periods of no more than six months. Applications for a subsequent period should be made by the student no later than two months after the conclusion of the previous period, and must be accompanied by details giving evidence of his study progress. If the study progress is less than envisaged in the study plan, as referred to in Article 4, paragraph 1a, then consideration will again be given to making payment. In this event, the student will be asked to explain his situation.
4. Payment will cease either after the conclusion of the period in which entitlement to financial aid exists, or with effect from the month in which the claimant is no longer enrolled as a student.

Article 6 Pregnancy

1. Any student who becomes or has been pregnant during the academic year is entitled to financial aid in accordance with the provisions of Article 2 and 3, paragraph 2 of these regulations.
2. If the pregnancy covers two different academic years, the financial aid will be based on the student's situation in the second of these years. However, the student may request that the financial aid be based on her situation in the first year.
3. The pregnancy or birth must be confirmed in writing by a doctor or obstetrician, or evidenced by a statement from the registry of births of the local authority.
4. The duration of financial aid will be no longer than four months, corresponding to the extent by which the student has fallen behind in her studies.

Article 7 Extension of the DUO grant

1. In the event that a student falls behind in his studies due to a functional impairment or long-term or chronic illness, he may make a one-off request to the DUO to award twelve months' extra grant. The applicant must first contact a student counsellor in this case.
2. Financial aid based on these regulations is not available until after the period of the extended grant from the DUO has elapsed.
3. If the DUO does not award the extra grant, a request may be submitted for retrospective financial aid on the grounds of a functional impairment or chronic illness.

Article 8 Honouring agreed claims and transferability

1. The duration and form of any claim for financial aid previously agreed by VU University Amsterdam will be honoured if this is more favourable to the student in question than would result from the application of these regulations.

2. If a student has taken a study programme at another university or university of applied sciences (*hogeschool*) and receives aid from a previously honoured claim on the grounds of Article 7.51 of the WHW, the aid will be awarded under the terms of paragraph 1 as if he had taken the study programme at VU University Amsterdam.
3. Claims under the terms of the previous paragraph may only be made if the student is able to present a statement from the institution in question confirming that no claim had been made for the payment of financial aid at said institution. VU University Amsterdam shall be responsible for obtaining this information.

FINANCIAL AID FOR STUDENTS REGULATIONS in accordance with Article 7.51 of the WHW
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SECTION II

Financial aid for students with a particular talent (sport, culture)

A major aspect of the profile of VU University Amsterdam is that it not only provides facilities for students with an outstanding talent for sport or culture, but also financial aid.

Article 1 Condition for registering a study delay

1. Students who are recognized as top-level sportsmen or as being outstandingly talented in a cultural field, and who fall behind in their studies as a result of activities that are directly connected to these areas, may submit a request for financial aid.
2. Applicants who have obtained sixty ECTS credits or more in an academic year are not considered to have fallen behind and are therefore not eligible for payments from the FOS.
3. Any student as referred to in paragraph 1 should give notification of having fallen behind in his studies as soon as possible, but no later than three months after doing so, to a student counsellor or study advisor. Students who notify a study advisor should contact a student counsellor within one month for further assistance. No claims will be considered on the basis of notification having been given to any other university employee.
4. In order to be considered for financial aid, top-level and talented students should actually be studying. They should obtain at least twelve ECTS credits in each academic year, or successfully obtain their Bachelor's or Master's degree.

Article 2 Application for aid

1. Students should apply for financial aid before 1 March in the academic year subsequent to the one to which the application relates. Applications should be submitted to the Executive Board, attn. SOZ director, De Boelelaan 1105, room 0 E-55, 1081 HV Amsterdam, quoting 'financial aid for students'.
2. Students must include the following items with their applications, which must be accompanied by supporting arguments:
 - a. written acknowledgement by the Facilities Committee that they are a top-level practitioner in the field of sport or culture;
 - b. a declaration by the student counsellor, confirming the seriousness and extent of the study delay;
 - c. proof of achievement at national or international level,
 - d. the most recent copy of the decision from the DUO relating to the year in which the student has fallen behind in his studies;
 - e. an overview of the examination results for the academic year to which the application relates;
 - f. a study plan, approved and signed by the study advisor, for the academic year for which the application is being submitted.

Article 3 Awarding aid

1. The duration of the financial aid to top-level sportsmen or cultural performers is no longer than three months per academic year. The duration of aid for the period as a whole that a student is enrolled at VU University Amsterdam is no longer than twelve months in total.
2. Students must be enrolled for the whole of the academic year in order to be eligible for financial aid. This condition may be waived if the Executive Board

decides that circumstances give rise to it. The financial aid will be awarded on a pro rata basis in such cases.

3. Aid as referred to in this article will not be awarded if the student in question is entitled on other grounds to claim financial aid that exceeds the level of the basic grant for students who do not live at 'home' (with their parents, for example).

Article 4 Payment of financial aid

1. Applications for payment of financial aid should be submitted contiguously to the end of the period in which payments of the performance-linked grant are made, but before 1 March of the subsequent academic year.
2. The level of the financial aid every month is equal to the basic student grant plus, where applicable, the supplementary grant received by the student, but without the provision of travelling expenses. The financial aid is determined on the basis of the most recently received DUO report, from January.
3. Payment will cease either after the conclusion of the period in which entitlement to financial aid exists, or with effect from the month in which the claimant is no longer enrolled as a student.

FINANCIAL AID FOR STUDENTS REGULATIONS in accordance with Article 7.51 of the WHW

SECTION III**Financial aid due to board membership of student associations****Article 1 Conditions**

1. Supplementary to the conditions stated in Article 2 of the General Section, students are also eligible for financial aid who have received a student grant in connection with their taking a study programme and for whom at least half the administrative year fell within the first 24 months immediately after the period in which performance-linked grant was paid.
2. Any student making a claim under this section of the FOS regulations shall be deemed to have fallen behind in their studies at some stage, as a result of their administrative duties. The general proviso that evidence of any such delay must be produced in order to receive financial aid does not apply.

Article 2 The nature of the student association

1. A student association is defined as a legal person with full legal powers, governed by students for the benefit of students, and possibly others, on study programmes at VU University Amsterdam who have paid tuition fees, and which is aimed at the development of its members alongside their studies. The activities of the association have a clear relationship with the Amsterdam student community. The members of the association come from different faculties. The number of members from one single faculty should not exceed one-third of the total number of paying members of the association.
2. A student society is defined as a legal person with full legal powers for those taking a study programme at VU University Amsterdam who have paid tuition fees, and which focuses on activities relating to the programmes its members are taking.
3. For each faculty, a student can only count as a member of one study association.

Article 3 Register of Recognized Associations and Societies

1. An administrative budget may be awarded to any association or society on the VU University Amsterdam Register of Recognized Associations or Societies (Register).
2. Every organization on the register is assessed once every three years – student societies in year X, student associations in year Y, followed by year Z, in which the remaining organizations are reassessed.⁶
3. An interim review of the assessment, as referred to in paragraph 2, is only possible if the board of the association/society can show that the number of members has increased to ten per cent above the minimum number of members needed in order to receive a larger administrative budget, as laid down in Article 7. Requests for reviews may be submitted no more than once every academic year, and must be submitted before 1 April.
4. The board of every association/society must provide the name and contact details of a contact person to the FOS Committee. Any change to the information relating to the contact person must be communicated immediately to the FOS Committee.

⁶ **Timetable of regular reviews for the recognition of associations.**

For each category, the cycle begins as shown below, after which it will be repeated every three years.

2010-2011	general updating of the memberships of the associations/societies in connection with the transition to the new FOS regulations scale system
2011-2012	no review activities
2012-2013	review of recognition of 'special organizations' (Art. 5 'Other organizations')
2013-2014	review of student associations
2014-2015	review of student societies

5. The Executive Board may carry out interim random checks on the number of members of any association/society. The board of the association/society in question must lend its full cooperation.
6. Applications for recognition may be submitted to the Executive Board every year, before 1 April. Recognition takes effect from the following 1 September until the date of the general review, as referred to in paragraph 2.
7. If a review of the register leads to a change in the administrative budget that is awarded, then any such change shall first apply to the board that takes office after the period of office of the board that was in charge of the association at the time of the review.
8. Applications for recognition will only be dealt with if all the conditions from this article and Article 4 of this section of the regulations are met.
9. Recognition will only be given to an association/society if it is distinctive from other associations/societies that were recognized in the preceding year.
10. The Executive Board shall decide on applications for recognition within ten weeks of 1 April.

Article 4 Recognition of associations/societies

1. Applications for recognition as an association must be accompanied by supporting arguments and include at least the following information:
 - a. the name and the address of the association/society and of the contact person;
 - b. a description of the objective and activities, as evidenced from the charter, executed by a notary;
 - c. a substantiated statement of the number of members (including at least the names, addresses, dates of birth, student enrolment numbers and faculties at which the members study) enrolled at VU University Amsterdam on 1 January of the academic year in which the association/society submits its application for recognition. Only members who have paid their membership fees on 1 January of the same year count towards the total.

The application should also include:

- d. a statement listing the board members for the current academic year;
 - e. an activity plan, showing how the development of the members is enhanced;
 - f. explanatory notes showing what distinguishes the association/society from others that were recognized in the preceding academic year;
 - g. an annual report that must include financial accounts. The annual should in any case show which board members were appointed for which period;
 - h. an extract from the Chamber of Commerce.
2. The conditions that an association/society must meet are as follows:
 - a. the association/society must have existed for at least one year since the passing of notarial deed;
 - b. the association/society must have at least one hundred paying members who are studying at VU University Amsterdam and who have paid tuition fees to the university;
 - c. the association/society should in principle be open to every VU University Amsterdam student or, if the nature of the association so prescribes, to every student at the university who makes up part of, or who has sympathies with, a minority, and the organization in question is aimed at emancipating said minority. Emancipation should form part of the objectives of the association/society, as evidenced by its charter.
 3. Recognition will not be awarded if it is apparent from the association's/society's charter, documents, or activities that the Dutch law is not respected. Any recognized association/society that appears not to respect Dutch law may have its recognition revoked.

Article 5 Other organizations

1. Legal persons other than associations/societies are not eligible for financial aid from the FOS Fund, with the exception of the organizations mentioned in paragraph 2.
2. The Executive Board may provide financial aid to board members of the following organizations who are studying at VU University Amsterdam:
 - IDEE-week
 - VU University Amsterdam Orchestra (*VU-orkest*)

- Dutch National Student Orchestra (*Nederlands Studenten Orkest*)
- SRVU
- AKvV
- VBU
- Varsity

Article 6 Administrative budget

1. For each association/society, the Executive Board determines how many months' financial aid should be awarded in the form of an administrative budget, in accordance with Article 7. One month's financial aid consists of an amount determined each year, before 1 March, by the Executive Board, based on the performance-linked grant (basic grant and supplementary grant), as referred to in the WSF 2000, with exception of the provision of travelling expenses.
2. The award shall apply during the period in which the association/society is recognized until the review of the register.
3. The administrative budget shall not exceed the maximum number of months of financial aid that each of the board members may receive in accordance with Article 12, paragraph 1.

Article 7 Size of budget

1. Administrative budgets are awarded to the members of the boards of recognized student associations as follows:

100 - 250 paying VU student members	6 months' administrative grant
251 - 500 paying VU student members	12 months' administrative grant
501 - 1500 paying VU student members	20 months' administrative grant
>1500 paying VU student members	25 months' administrative grant
2. Administrative budgets are awarded to the members of the boards of recognized student societies as follows:

100 - 250 paying VU student members	15 months' administrative grant
251 - 500 paying VU student members	20 months' administrative grant
501 - 1000 paying VU student members	25 months' administrative grant
1001 - 1500 paying VU student members	30 months' administrative grant
>1500 paying VU student members	35 months' administrative grant

Article 8 VU-UvA association/society

1. The boards of a student association/society recognized by both VU University Amsterdam and the University of Amsterdam (UvA) may submit a claim based on these regulations.
2. An association/society, as referred to in paragraph 1, must meet the following conditions in order to be eligible for an administrative budget from VU University Amsterdam, in addition to the conditions that apply to VU University Amsterdam associations/societies:
 - a) the association/society is aimed primarily at the student communities of VU University Amsterdam and UvA;
 - b) at least forty per cent of the members of the board must be students who have paid tuition fees to VU University Amsterdam;
 - c) at least forty per cent of the student members of the association/society who pay an annual membership fee must be students who have paid tuition fees to VU University Amsterdam.
3. The administrative budgets for an association/society that meet the requirements in paragraph 1 are awarded on the basis of the number of student members paying membership fees who are studying at VU University Amsterdam (first enrolment). However, the administrative budget shall not exceed the maximum number of

months of financial aid that each of the board members may receive in accordance with Article 11, paragraph 1.

Article 9 Administrative expenses

Associations/societies that run their own building receive an additional administrative grant of five months' duration.

Article 10 Applications for an administrative budget

1. After the conclusion of the administrative year, but before the following 1 November, the board of a recognized association/society should submit its application for an administrative budget to the Executive Board, attn. SOZ director, De Boelelaan 1105, room 0E-55, 1081 HV Amsterdam, quoting 'financial aid for students'.
2. The board of the association/society must add a proposal for the allocation of the number of whole months of financial aid to the board members who are enrolled as students at VU University Amsterdam. For each board member in the proposals, the board must add the following:
 - a. proof that the board member has paid tuition fees to VU University Amsterdam in the academic year in question;
 - b. a copy of the most recent allocation ruling regarding student grants from the DUO, or proof that the student in question is no longer eligible for a student grant but that at least half his administrative year fell within the first 24 months immediately following his receipt of a student grant;
 - c. name and student enrolment number;
 - d. an extract from the Chamber of Commerce.
3. Funds from the administrative budget may not be held as reserve capital. Funds that are not spent during the academic year must be returned.

Article 11 Exceptional award

1. Students may not receive more than twelve month's financial aid.
This does not include the awarding of financial aid on the grounds of sections 1 and II of these regulations, providing that the circumstance in question occurred outside the period(s) referred to in the first sentence.
2. Any student who receives financial aid in error will be requested to refund the amount within two weeks. If he fails to do so, legal proceedings will be taken, the costs of which will be payable by him.

FINANCIAL AID FOR STUDENTS REGULATIONS in accordance with Article 7.51 of the WHW
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SECTION IV

Financial aid and attendance allowance due to membership of university bodies

Opening provisions

Article 1 Conditions

1. Supplementary to the conditions stated in Article 2 of the General Section, students are also eligible for financial aid who have received a student grant in connection with their taking a study programme and for whom at least half the administrative year fell within the first 24 months immediately after the period in which the student grant was paid.
2. Any student making a claim under this section of the FOS regulations shall be deemed to have fallen behind in their studies as a result of their administrative duties. The general proviso that evidence of any such delay must be produced in order to receive financial aid does not apply. Members of an advisory or participatory body, as referred to in this section of the regulations, are regarded as students who have fallen behind in their studies.

Article 2 Advisory and participatory activities

1. University participatory activities are defined as follows:
 - a. student membership of the university student council;
 - b. similar functions that have been given prior recognition by the Executive Board.
2. Faculty participatory activities are defined as follows:
 - a. student membership of a faculty student council;and faculty advisory activities are defined as follows:
 - b. student membership of a study programme board;
 - c. student membership of a study programme committee;
 - d. observer of a faculty board.
3. Any references to student members in this text also include observers.
4. Student members of the bodies referred to in paragraphs 1 and 2 are entitled to a (fixed) administrative grant and to an attendance allowance, providing they fulfil the conditions. Notwithstanding this, student members of study programme committees will only be awarded a fixed basic amount that is not related to the administrative grant or attendance allowance.
5. Attendance allowance and an administrative grant in the form of a fixed basic amount may also be awarded on the grounds of other positions, as referred to in paragraph 1, under b.

Attendance allowance

Article 3 Attendance allowance - conditions

1. Student members are only entitled to receive attendance allowance if they have attended at least eighty per cent of the meetings, and remained at the meetings for at least eighty per cent of their duration, as evidence by the minutes. Those members who have exceeded the eighty per cent norm will receive the maximum amount.
2. A meeting, as referred to in paragraph 1, is defined as such if:

- it concerns a meeting between a board member and the university student council, faculty student council, or a joint session;
 - if concerns a regular meeting of the board of a faculty;
 - it concerns a formal meeting of the university student council or joint session, of which a report is made by the official secretary.
2. Meetings as referred to in the previous paragraph are convoked in good time, with the agenda and relevant documents being sent to participants. Minutes are made, which are agreed upon at a subsequent meeting.
 3. To determine whether or not a student member has met the requirements listed under paragraph 1, only the meetings from the annual timetable for the body concerned will be considered. Notwithstanding this, extra meetings announced at least one month before a scheduled meeting will also be considered, as will those held at least one month later than planned.

Article 4 Financial reimbursement

1. The Executive Board shall set the attendance allowances before 1 March for the following academic year, if it considers any alteration thereto to be necessary.
2. Student members are entitled to payment of attendance allowance throughout their period of study at VU University Amsterdam.

Administrative grant⁷

Article 5 Awarding of administrative grant - conditions

1. Student members must have obtained at least twelve ECTS credits in the administrative year, or have successfully completed their Bachelor's or Master's degree.
2. Student members may not receive more than twelve months' financial aid during their time as students. This does not include the awarding of financial aid on the grounds of sections I and II of these regulations, providing the circumstance in question occurred outside the period(s) referred to in the first sentence.

Article 6 Size of administrative grant

1.
 - a. Members of the university student council receive four months' administrative grant payment;
 - b. Members of the faculty student council or faculty board observers receive three months' administrative grant payment;
 - c. Student members of the study programme board receive two months' administrative grant payment.
 - d. Members of the study programme committee receive a fixed amount as determined by the Executive Board.
2. One month's administrative grant payment consists of at least the basic grant payable to students who do not live at 'home' (with their parents, for example) and the supplementary grant, without the provision of travelling expenses.
3. Members or observers who occupy their position for only part of an academic year receive an administrative grant payment on a pro rata basis, with a minimum of one month. Members of the programme study committee who occupy their position for only part of an academic year receive a pro rata payment.

Application for attendance allowance and administrative grant

Article 7 Application procedure

1. Student members should submit their request for payment of attendance allowance and administrative grant to the director of the Department of Student Services, De Boelelaan 1105, room 0E-55, 1081 HV Amsterdam, quoting 'financial aid for students'.

⁷ This is the financial aid as referred to in Article 7.51 of the WHW.

2. Requests for payment may be submitted after the conclusion of the administrative year, but before 1 November subsequent to the academic year in which the student was a member of the body stated in Article 2. Requests should include the name, address, student enrolment number, position and the bank account to which the payment is to be made.

Article 8 Statement of attendance

1. Student members of the university student council (USC) should request the USC clerk to issue a statement of attendance for their applications for payment of attendance allowance. For statements of attendance at the meetings of the joint session, student members should contact the joint session secretary. The statements should be submitted at the same time. Any application that does not include all the statements will be ignored.
2. Student members of the remaining bodies should request the chairman of the faculty board to issue their statements.
3. The person requested to issue the statements first verifies that the applicant meets the conditions stated in Article 3, paragraphs 1 and 2. If this is the case, the statement will be issued.

Article 9 Documents to be submitted

Student members should submit the following with their applications:

- a. the completed application form (available from the VU website);
- b. their credentials confirming their election, or nomination letter;
- c. the statement of attendance from the clerk or from or on behalf of the chairman of the meeting referred to in Article 8;
- d. a copy of the most recently received report (decision) from the DUO in relation to the year in which the student was a member of a body mentioned in Article 2. If the student no longer receives a student grant, the last decision from the DUO should be included;
- e. for the administrative grant: an overview of academic results showing that the board member obtained at least twelve credits in the academic year to which the application relates, or successfully completed his Bachelor's or Master's programme.

Article 10 Payment from the fund

Payment is made after the conclusion of the academic year in which the student in question carried out his administrative duties, in the form of a one-off payment. The administrative grant may be paid in two instalments to student members of the USC – in February/March of the administrative year, and after the conclusion of the academic year. Applicants must have met the conditions stated in Article 5, paragraph 1 at the time of their application. Student members should submit their applications for payments in two instalments to the SOZ director before 1 March.

Article 11 Exceptional awards

1. Students may not receive more than twelve months' financial aid during their time as students. This does not include financial aid on the grounds of sections I and II, providing the circumstance in question occurred outside the period(s) referred to in the first sentence.
2. Any student who receives financial aid in error will be requested to refund the amount within two weeks. If he fails to do so, legal proceedings will be taken, the costs of which will be payable by him.

FINANCIAL AID FOR STUDENTS REGULATIONS in accordance with Article of 7.51 of the WHW

SECTION V Implementation regulations

These implementation regulations put into effect the Financial Aid for Students Regulations, which are based on Article 7.51 of the WHW.

The implementation regulations make the following distinctions:

1. general provisions;
2. the procedure used for applications for financial aid for students who have fallen behind in their studies as a result of circumstances beyond their control (section I of the Financial Aid for Students Regulations) or through exceptional achievements (section II, students with a particular talent);
3. the procedure in section I in the case of a non-feasible study programme;
4. the procedure in section I in the case of a Master's programme of more than sixty ECTS credits for which no student grant or loan entitlements exist;
5. the procedure used for other applications for financial aid (sections III and IV of the Financial Aid for Students Regulations).

1. General provisions

Article 1 Financial Aid Advisory Committee

Applications made under the Financial Aid for Students Regulations must be formally submitted to the Executive Board. Before a decision is taken, the Financial Aid Advisory Committee (FOS Committee) issues its advice to the authorized representative of the Executive Board, the director of the Department of Student Affairs.

- a. The FOS Committee consists of:
 1. a chairman from the academic staff
 2. a study advisor
 3. a director of teaching or a portfolio holder for teaching.Members 1 and 3 come from different faculties.
- b. If the application concerns the recognition of an association/society, then the FOS Committee will also include two student representatives.
- c. Members and deputy members of the committee are appointed by the Executive Board, following their nomination by the SOZ director.
- d. The FOS Committee receives advice from a student counsellor, both solicited and unsolicited.
- e. The FOS Committee is assisted by an official secretary.
- f. The FOS Committee announces its meeting schedule at the start of the academic year on the VU (student) website.

Article 2 Decisions procedure

1. The duty of the FOS Committee is to issue advice to the authorized representative of the Executive Board (the SOZ director) on applications for financial aid.
2. The chairman and the official secretary may issue advice on behalf of the FOS Committee for applications that give no rise to differences of interpretation. The FOS Committee receives an overview of the advice given once a month, together with the reports on the students who have fallen behind in their studies.
3. Students are notified of the decisions on their applications within ten weeks of the complete file being submitted by the authorized representative of the Executive Board.

Article 3 Objections procedure

1. Students may submit an objection against decisions regarding the FOS Fund within six weeks to the Executive Board, BBZ⁸, De Boelelaan 1105, 1081 HV Amsterdam, quoting 'financial aid for students'. The Executive Board will ask the disputes committee to issue a recommendation on the objection.
2. The possibility of submitting an objection is stated as part of the decision.
3. Students may lodge an appeal against decisions on objections to the Higher Education Appeals Tribunal, for which a fee is charged. This will be reimbursed to students if the Tribunal finds in their favour.

2. Procedure for Sections I and II

There are three stages:

1. *Student gives notification, within three months, of circumstances that could cause him to fall behind in his studies to the student counsellor or study advisor.*
2. *After the end of the academic year, but before 1 March, the actual extent to which the student has fallen behind is registered by the FOS Committee, via SOZ.*
3. *After payment of the performance-linked grant has ceased, a request is submitted to the FOS Committee (via SOZ) for payment for the number of months by which the student has fallen behind.*

The procedure in the event of illness, functional impairment, exceptional family circumstances, and for students with a particular talent

Article 4 Appointment with the student counsellor

The student makes an appointment with a student counsellor via the central student information desk, or by calling 020 5985020. They should do so within three months of any circumstance that could lead, or has led, to their falling behind in their studies.

Article 5 Notification of falling behind in studies

1. During the initial contact, the student counsellor discusses the following with the student:
 - a. the fact that their conversations shall remain confidential, except for those details needed by the SOZ director in order to be able to make a well-considered decision on the student's application;
 - b. the fact that the student should in all cases draw up an amended study plan in consultation with a study advisor. This includes students who still wish to complete their studies within the prescribed duration of study as well as those not seeking to obtain credits. Study plans should correspond to the capability of the student in question. The aim is to limit the degree to which students fall behind in their studies as much as possible. The study advisor must sign the study plan as proof of his agreement;
 - c. how he can assist the student during the period in which he is behind schedule;
 - d. the fact that any further delay to the student's progress should be reported as soon as possible to the student counsellor;
 - e. the fact that he will use the information relating to the delay when drawing up a study-delay report that will be used by the SOZ director when making his decision. The FOS Committee secretarial office will request this document from the student counsellor, once the student has submitted his application, together with all the required documentation;
 - f. (if applicable); the fact that circumstances that occur or arise more than three months before notification thereof is given do not entitle the student in question to financial aid;
 - g. (if applicable); the fact that students have the opportunity to demonstrate that late notification can be excused. Students must produce convincing reasons, supported by documentation if possible, for this to be done;

⁸ Office for Management Affairs

- h. (if applicable); the fact that in the event of a student falling behind in his studies (or if it is anticipated that he will do so) by six months or more, that he may consider temporarily suspending his enrolment at the university, unless the interests of his studies dictate otherwise;
 - i. (if applicable); the fact that in the event of a serious and long-term or chronic condition, it is possible to ask the DUO to extend the student grant by twelve months. In such cases, the study delay is registered, but applications for aid from the FOS Fund may only be submitted after the additional twelve months have elapsed;
 - j. the fact that students must themselves arrange for the extent to which they have actually fallen behind in their studies to be established by the FOS Committee before 1 March of the following academic year;
 - k. the fact that students must themselves submit their applications for payment to the SOZ director, together with all the required documentation, before 1 March of the academic year subsequent to the termination of their entitlement to receipt of a performance-linked grant.
1. At the end of the discussion, the student counsellor gives the student a written summary of the procedure for being considered for financial aid (in the form of an information sheet, for example).
 2. The student informs the student counsellor why he has fallen behind in his studies, or why he faces the possibility of doing so. If possible, he allows the student counsellor to examine any relevant documentation, including evidence drawn up by a study advisor. The student is personally responsible for submitting his application and any relevant documentation in full, and on time.

Article 6 Extra study delay

1. Any student who does not manage to adhere to the amended study plan as a result of exceptional circumstances, as a result of which he falls even further behind in his studies, must report this to the student counsellor as soon as possible. The study plan will have to be re-amended.
2. The student's application for financial aid for the additional delay will not be considered if he has failed to give notification of the exceptional circumstances.
3. A student who follows his study programme in accordance with an approved study plan, but who as a result is unable to obtain sixty ECTS credits in a subsequent academic year, should present a new study plan to the study advisor for approval, and request the faculty board, via the study advisor, for an 'unfeasible study programme' statement.

Article 7 Registration of study delay before 1 March

1. After the conclusion of the academic year in which the circumstance arose or occurred that prompted the notification, the student should contact the student counsellor in order to have his study delay registered.
2. The student should then submit his request to have his study delay registered to the central student information desk or submit it by post to the Executive Board, attn. SOZ director, De Boelelaan 1105, room 0 E-55, 1081 HV Amsterdam, quoting 'financial aid for students', before 1 March of the academic year subsequent to the year in which the circumstance arose or occurred that prompted the notification. The application must include the relevant documentation, including at least:
 - the DUO reports from the academic year in which the applicant fell behind in his studies;
 - the most recent statement of examination results;
 - the study plan that was used in the academic year to which the application relates.
3. The student must also submit the following documents, depending on the reasons for his application:

- a. in the event of illness or impairment: a declaration from his doctor, psychologist or other provider of treatment, or a DUO declaration issued by a doctor or psychologist showing the period in which the circumstances occurred;
 - b. in the event of the death of an immediate family member (up to and including second-degree family members), an extract from the population register or a mourning card;
 - c. in the event of exceptional family circumstances, documents that provide sufficient evidence of the circumstances, or a declaration by a student counsellor;
 - d. in the event of pregnancy and birth, a statement by the doctor or the midwife treating the student, the date of birth of the child, or a copy of child's the birth certificate, or a statement confirming the termination of the pregnancy. Any illness, including any form of dysfunction resulting from the pregnancy, will be regarded as an 'illness' as defined in these regulations.
4. If the documents are in a foreign language (other than English), the student should append a certified translation in Dutch or English.
 5. The student receives confirmation of receipt via e-mail. It is therefor essential that he should include his e-mail address as part of his contact details. If no such message has been received within fourteen days, students should send an e-mail to Foscommissie.dsz@vu.nl, saying so.
 6. Depending on where an application is submitted, SOZ will, with the help of a checklist, make sure that all the required documentation has been included;
 - a. If so, then SOZ will send the file to the FOS Committee and request the relevant student counsellor to send the study delay report to the secretarial offices of the FOS Committee within three weeks. This report should make clear what information relating to the circumstances causing the student's study delay the student counsellor possesses. The student counsellor receives a copy of the file.
 - b. If not, then SOZ will inform the student in question within ten working days of which document or documents are missing, and the deadline by which they should be sent. The student's file will be returned to him, and he should submit the missing documentation before the deadline set by SOZ. Any student failing to do so will be informed that his application will not be considered. The student may submit an appeal stating his arguments against this decision to the Executive Board.
 7. On the basis of the complete file, the FOS Committee will establish the extent to which the student in question has fallen behind in his studies. This is defined as the difference between the fulfilled amended study plan and the prescribed duration of study.

Article 8 Study-delay report by student counsellor

1. After all the documentation supporting the application has been submitted, SOZ will ask the relevant student counsellor to draw up a study-delay report, including the date on which the file was received from the student. The report should be sent within three weeks. The application can be dealt with in anticipation of the report by the student counsellor.
2. The student counsellor considers at least the following elements in his study-delay report, to the extent that they apply:
 - a. the date of notification;
 - b. was notification given on time? Yes/no;
 - c. was the request to establish the extent of study delay made in time? Yes/no;
 - d. the date from which the student fell behind in his studies; if applicable, the final date;

- e. the number of contact moments/discussions with the student counsellor, with the dates;
- f. the number of months' study delay, as calculated by the student counsellor;
- g. if possible, an indication of the capability of the student;
- h. if applicable in the case of an application for six months or more, the reason why the student was advised not to de-enrol from the university;
- i. an assessment by the student counsellor of whether, and to what extent, the study plan has been fulfilled. If the student has not adhered to the study plan to a sufficient degree, the reason should be given;
- j. does the application concern a delay subsequent to a previous delay: yes/no (if yes, is there a declaration from a study advisor?);
- k. has the student in question previously had an application accepted or rejected (enclose the decision);
- l. the student counsellor's own view of the situation.

Article 9 Submission of request for payment of financial aid before 1 March

1. After the period in which a student is in receipt of a student grant has elapsed, he may submit a request for payment of financial aid, by post, to the Executive Board, attn. SOZ director, De Boelelaan 1105, 1081 HV Amsterdam, quoting 'financial aid for students', before 1 March of the academic year subsequent to the year in which he was no longer entitled to a student grant. Students may use the form for this purpose on the VU student website: <http://www.vu.nl/nl/studenten/regelingen/financiele-regelingen/index.asp>. The form should be filled in, printed out, signed and sent to the address shown on it. Requests must be accompanied with the relevant documentation, including at least:
 - the decision(s) by the FOS Committee determining the extent to which the student has fallen behind in his studies;
 - the most recent DUO reports from the academic year in which the applicant fell behind in his studies;
 - the most recent overview of the applicant's examination results;
 - proof that the applicant is still enrolled as a student at VU University Amsterdam (first enrolment).
2. The student will receive confirmation of receipt. If no such message has been received within fourteen days, the student should contact Foscommissie.dsz@vu.nl, saying so.
3. SOZ will use a checklist to ascertain that all the required documentation has been provided.
 - a. If so, then SOZ will advise the SOZ director;
 - b. If not, then SOZ will inform the student in question within ten working days of which document or documents are missing, and the deadline by which they should be sent. The student's file will be returned to him, and he should submit the missing documentation by the deadline set by SOZ. Any student failing to do so will be informed that his application will not be considered. The student may submit an appeal against this decision to the Executive Board, stating his reasons for doing so.
4. The most recent registration of study delay may be submitted together with the request for payment.
5. If the documents are in a foreign language, a certified translation into Dutch or English must be added.
6. Based on the complete file, the FOS Committee will draw up a recommendation for the SOZ director (the authorized representative of the Executive Board) to enable him to take a decision on the student's request.

3. Procedure for Section I in the event of an **unfeasible study programme** (due to internships, for example)

Article 10

1. Any student who falls behind in their studies because the study programme is unable to provide continuous teaching through no fault of the student, and who is unable to terminate his enrolment in the interim, may submit a request for financial aid, by post, to the Executive Board, attn. SOZ director, De Boelelaan 1105, 1081 HV Amsterdam, quoting 'financial aid for students', including the necessary documentation. This is:
 - a. a statement by the faculty board, obtained through the study advisor, that indicates the extent to which the student in question has fallen behind, and
 - b. a study plan from the study advisor.
2. The student should submit his request for payment of financial aid, by post, to the Executive Board, attn. SOZ director, De Boelelaan 1105, 1081 HV Amsterdam, quoting 'financial aid for students', before 1 March of the academic year subsequent to the year in which he was no longer entitled to a performance-linked grant, and include the decision by the Executive Board showing that the request referred to in paragraph 1 has been honoured (in full or in part), as well as the most recent report from the DUO.
3. SOZ will charge the amount paid to the faculty in question.

4. Procedure for Section I in the case of a **Master's study programme** of more than sixty ECTS credits, for which no student grant entitlement exists.

Article 11

1. Any student who has enrolled on a Master's programme of more than sixty ECTS credits for which no student grant entitlement exists should immediately submit a request for financial aid, by post, to the Executive Board, attn. SOZ director, De Boelelaan 1105, 1081 HV Amsterdam, quoting 'financial aid for students', together with the required documentation – a statement from the faculty board (via the study advisor), indicating the prescribed duration of study for the programme.
2. The student will be awarded financial aid as soon as he has shown evidence in the form of the latest report from the DUO that he is no longer entitled to a performance-linked grant. SOZ will charge the amount paid to the faculty in question.

5. Procedure for Sections III and IV

The procedure used for other types of application

Article 12 Procedure for members and observers of consultation bodies

1. The student should complete the financial aid application form on the VU website before 1 November, following his period of office.
2. The student should ask the clerk or secretary (to the university student council, or the joint session) or the chairman of the faculty board (in the remaining cases) to declare that he was present for at least eighty per cent of the formal meeting time, and that he attended eighty per cent of the meetings. The statement should also include the actual percentage of the meetings the student in question attended.
3. The full amount will be paid to any student attending eighty per cent of the total number of meetings.
4. The student should send his request, together with the required documentation, by post, to the Executive Board, attn. SOZ director, De Boelelaan 1105, 1081 HV Amsterdam, quoting 'financial aid for students'. The requests should include the following:
 - a. the completed application form;
 - b. their credentials confirming their election, or a nomination letter;
 - c. the statement of attendance from the clerk, chairman, or student counsellor;
 - d. the most recent DUO reports;
 - e. the most recent overview of examination results, showing the number of credits obtained, or proof of the student's graduation in the academic year in question.

Article 13 Procedure for the board members of associations/societies

1. The board of any association/society recognized by VU University Amsterdam is eligible to receive a budget, the level of which is laid down in the annex to these regulations.
2. After the conclusion of the administrative year, but before 1 November, the departing board should submit a request for payment of the budget, together with:
 - a. a statement showing to whom how many administrative months are to be awarded from the budget, including the student enrolment number of the person concerned;
 - b. the name, address and student enrolment number of each nominated board member;
 - c. proof that each of the nominated board members has paid tuition fees to VU University Amsterdam in the academic year in question;
 - d. a copy of the most recent student grant allocation decision from the DUO for each nominated board member, or evidence that the person involved is no longer eligible for a student grant but that at least half of the year he spent on the board fell within the first 24 months immediately subsequent to the period in which he received a student grant;
 - e. an extract from the Chamber of Commerce showing who held board membership during the previous administrative year.
3. The board should submit its request for payment of the budget, by post, to the Executive Board, attn. SOZ director, De Boelelaan 1105, 1081 HV Amsterdam, quoting 'financial aid for students'.
4. On behalf of the SOZ director, the FOS Committee invites the associations/societies concerned to provide the documentation necessary for the review of the Register of Recognized Associations.

Article 14 Confirmation of receipt

1. The applicant will receive a message confirming receipt by e-mail, two weeks after making his application. If a decision is taken earlier, the applicant will receive the decision without a confirmation of receipt being sent.
2. The applicant should include his e-mail address in his contact details in the file that he submits (in order to receive confirmation of receipt).
3. If no confirmation of receipt or decision has been received within fourteen days, the applicant may contact Foscommissie.dsz@vu.nl for further information.

ANNEX

Overview of administrative months, 2013-2014

Section I Financial aid due to exceptional circumstances

<p>1. Notification period: three months 2. The number of months to be awarded is no more than half the prescribed duration of study (e.g. duration of study, three years; maximum duration of aid, eighteen months) 3. Application for payment at the end of period of receipt of performance-linked grant, but before 1 March of the subsequent academic year</p>
<p>Awards 1. Duration of study delay determines how much is awarded – up to a maximum of half the prescribed duration of study 2. Pregnancy: maximum of four months</p>

Section II Financial aid for students with a particular talent (sporting, cultural)

<p>1. Criteria for top-level sportsmen or cultural performers 2. Application for payment before 1 March of the subsequent academic year</p>
<p>Awards Maximum three months a year; a maximum of twelve months throughout period of study.</p>

Section III Financial aid due to board membership of student association/society

N.B.: One month's administrative grant: basic student grant and supplementary grant

<p>1. Payment is awarded in the form of a budget. The association/society distributes the funds to the board members, of which the Executive Board is informed. 2. A student may receive a maximum of twelve months' administrative grant during his period of study. 3. Applications before 1 November after the period of office.</p>
<p>Awards</p> <p><u>Student associations</u> 1. Minimum number of members: 100 2. <i>Size of student associations</i> a. 100 – 250: 6 months b. 251 – 500: 12 months c. 501 -1500: 20 months d. >1500: 25 months</p> <p>+ management of building: five months extra</p>

3. Mixed association (VU-UvA):

The association must comply with the requirements that apply to VU associations, and at least forty per cent of the association's board and members must be from VU University Amsterdam.

Student societies

Size of student societies

- a. 100 – 250: 15 months
- b. 251 – 500: 20 months
- c. 501-1000: 25 months
- d. 1001-1500: 30 months
- e. >1500: 35 months

4. Specific organizations (*Article 2 of General Section applies here*):

- a. IDEE-week: 3 months (per person, to a maximum of 11 people)
- b. board of VU Orchestra: 20 months
- c. board of Dutch National Student Orchestra: maximum of three grants, each of three months
- d. SRVU: 30 months
- e. AKvV: 2 x 3 months
- f. VBU: 4 months
- g. Varsity: maximum of three grants, each of three months

Section IV Financial aid and administrative grant for membership of university bodies

Awards

1. Attendance allowance (max.):

- a. Executive committee of university student council: €2250
- b. Member of university student council: €2000
- c. Chairman of faculty student council: €1000
- d. Member of the faculty student council, observer to study programme board: €750

2. Administrative grant:

- a. Chairman or member of university student council: four months
- b. Chairman or member of faculty student council, observer to faculty board: three months
- c. Member of study programme committee: €360 (fixed amount)
- d. Student member of study programme board: two months

3. Applications before 1 November after the period of office.