

Application for financial support

according to the Social Fund Rules of the student body
of the Brandenburg University of Technology
Cottbus - Senftenberg of 03.01.2018

inbox:

APPLICATION	
Application for the semester	
Matriculation number	
First enrollment (yes/no)	

PERSONAL DATA	
Male / female	
Last name, first name	
Street, street number	
Zip code, city	
Telephone	
E-Mail	
Study course	
Marital status	
Number of children	
Name of marriage partner	
nationality	

BANK DETAILS	
Account holder	
IBAN	
BIC	
Bank	

INFORMATION ABOUT HARDSHIP	(ALL the information must be supported by adequate documents!)
<input type="checkbox"/> (1) My income is less than my expenses.	
<input type="checkbox"/> (2) The amount of learning materials which have to be procured, learning support, insurance (statutory health insurance fund, nursing care) exceeds my income (see Social Fund Regulations §3).	
<input type="checkbox"/> (3) My passport contains an entry restricting the work permit (to less than 240 half-days, or 120 full days per year). (Note according to § 16 AufenthG must be attached).	

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<input type="checkbox"/> (4) I am pregnant.	
<input type="checkbox"/> (5) I am a single parent with one or more minor children.	
<input type="checkbox"/> (6) I am a legal guardian for at least one minor child.	
<input type="checkbox"/> (7) I am disabled and receive support for the integration process.	
<input type="checkbox"/> (8) I have a special diet because of an illness.	Euros
<input type="checkbox"/> (9) I claim the following comparable hardship:	

INFORMATION ABOUT ACCOMODATION		
<input type="checkbox"/> I paid for my flat/room per month (including heating and electricity) a rent of:		Euros
<input type="checkbox"/> I didn't pay rent		

INFORMATION ABOUT HEALTH INSURANCE		
<input type="checkbox"/> I paid a monthly fee for health and nursing care insurance in the amount of:		Euro
<input type="checkbox"/> I was insured through my family and/or didn't have to pay for the health and nursing care insurance.		

I CATER FOR THE FOLLOWING PEOPLE IN MY HOUSEHOLD (E.G. CHILDREN)		
Name	Date of birth	If needed comments

INFORMATION ABOUT NET INCOME		
10/18		
11/18		
12/18		
01/19		
02/19		
03/19		

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SCHOLARSHIP	
<input type="checkbox"/> I received a scholarship	
<input type="checkbox"/> I have never received a scholarship	

INFORMATION ABOUT BAFÖG	
<input type="checkbox"/> I receive BAFöG.	
<input type="checkbox"/> I have never received BAFöG.	
<input type="checkbox"/> I don't receive BAFöG anymore because I exceeded the maximum funding period or the claim has ceased temporarily or entirely due to non-provision of academic achievements. I received the last notice on:	

CORRECTNESS	
<input type="checkbox"/> I confirm the correctness and completeness of my information. All required documents are attached. I agree that the Härtefallausschuss can check and verify the information submitted, especially through the BAFöG – Amt and the scholarship coordination office of the university. I agree with the processing of my personal data for the purpose of this application. In particular, I agree with a data comparison between the Student Council of the BTU and the BTU, as well as the BAFöG – Amt.	

SIGNATURES		
City, date	Name	Signature

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Important!

For questions on how to complete the application, please contact the Office or the Spreaker for Diversity, Social Affairs and International Affairs.

Address	„StuRa Eck“ – Central Campus Hubertstraße 15 03044 Cottbus
Phone	0355/69-2200
E-Mail	office@stuta-cottbus.de soziales@stura-cottbus.de
Opening hours	Monday: 09:00-11:30 & 12:30-15:00 Tuesday: 09:00-11:30 & 12:30-15:00 Wednesday: 09:00-11:30 & 12:30-15:00 Thursday: -closed- Friday: 09:00-11:30 & 12:30-15:00

Explanations about the application:

Personal data	The address should be the current place of residence to which the affirmation should be sent. A phone number and an E-Mail-Address makes it easier for the semester ticket office to get back to you if there are any questions.
Bank details	Please specify to which account the money should be transferred in case of approval. Please specify who the holder of the account is. Only natural persons (no organizations, associations, etc.) come into consideration.
Information about hardship	At least one reason must be given. The information regarding hardship has to be proved. A comparable hardship has to be clearly stated and proved with the necessary documents.
bank statements	In order to check the net income, we need the bank statements of all accounts that run on your behalf. It is important that the bank statements are submitted from the months for which the application is made. For this copies are sufficient. Comments on Net Income can be found below.
application deadline	Between this period, the application must be submitted to the StuRa. The application can either be handed in personally during opening hours, sent to us by mail or sent to us by e-mail. 03.04. until 03.05. for the winter semester 9.15. until 15.10. for the summer semester
(1)	A copy of the salary statements for the last 6 months must be submitted.
(2)	Proof of the needs of the grant must be provided.
(3)	A copy of the residence permit (or comparable entry in the passport) must be submitted.

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- (4) Attached is a medical certificate (in copy) or a copy of the maternity record if this reason is given.
- (5) The birth certificate (s) of the child (s) and a personal statement must be provided.
- (6) The birth certificate (s) of the child (s) must be submitted.
- (7) Attachment must be accompanied by a copy of the decision on the integration aid if this reason is indicated.
- (8) Attachment should be accompanied by a medical certificate (in copy) stating this reason.
- (9) If another hardship is claimed then it should be listed here and supported by the necessary documents. They must be comparable in nature and extent with the other application reasons and can't have been caused by your own negligence.

Information about net income

Any income received must be stated, including any received in cash. Income includes e.g. salary, scholarship, parental support, child support, education support etc. the income information in relation to the calculation period must be complete. Please provide all the required documents: e.g. wage stubs, wage card, parental declaration, bank statements, BAföG notice, housing allowance notice, ALG-II-notice (copies are sufficient)

Checklist for the grant application for the semester ticket

Required Documents	
Completed application form	<input type="checkbox"/>
current study certificate	<input type="checkbox"/>
rental agreement	<input type="checkbox"/>
Proof of income from purchase (Salary statements of the last 6 months, proof of limited work permit, etc.)	<input type="checkbox"/>
Proof of income from public funds (BAföG, child benefit, housing benefit, etc.)	<input type="checkbox"/>
Proof of the need for the grant	<input type="checkbox"/>
identity card	<input type="checkbox"/>
Birth and marriage certificate	<input type="checkbox"/>
registration card	<input type="checkbox"/>
residence permit	<input type="checkbox"/>
Proof of scholarships and honorary offices, provided that they are eligible	<input type="checkbox"/>
Evidence of maintenance income	<input type="checkbox"/>
Proof of assets	<input type="checkbox"/>
Proof of the additional requirements	<input type="checkbox"/>
Proof of contributions to health and long-term care insurance	<input type="checkbox"/>

Data-protection Information for data subjects during the collection of personal data

As a sub-body of public law, the StuRa of the BTU Cottbus-Senftenberg reserves the right to take over the privacy policy of the Brandenburg Technical University Cottbus-Senftenberg.

These can be found on the page <https://www.b-tu.de/en/privacy-policy/data-protection-information> and refer to the Art. 12, 13 General Data Protection Regulation (DS-GVO).