

Application for financial support



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

Address	„StuRa Eck“ – Central Campus Hubertstraße 15 03044 Cottbus
Phone	0355/69-2200
E-Mail	office@stura-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. Your e-mail address is needed in order to send you the result of the approval process. A phone number makes it easier for the StuRa 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.
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. This means that every plus must be specified in the account. Please provide all the required documents: e.g. wage stubs, wage card, parental declaration, partially blackened bank statements, BAföG notice, housing allowance notice, ALG-II-notice (copies are sufficient).
Proofs of income	In order to check the net income, we need salary statements, blackened bank account statements, or further comparable proofs of all accounts that run on your behalf. It is important that the proofs of income are submitted for the last six full months. For this, please only insert copies.
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.

Deadline for submission: From 31.07.2020 till 21.08.2020 for the summer semester 2020

Submission not handed in within this deadline will not be accepted.

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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).

I confirm that I have read all the additional information and understood them as well as I agree with the data-protection regulations.

Date

Signature

according to the "Sozialordnung" of the student body of the Brandenburg University of Technology Cottbus - Senftenberg of 21th July, 2020

Inbox (to be completed by StuRa):

APPLICATION	
Current semester	Summer semester 2020
Application purpose	Financial support for the semester ticket fee of the current semester

1. PERSONAL DATA	
<i>Female/ male/ divers</i>	<input type="text"/>
<i>Last name, first name</i>	<input type="text"/>
<i>Matriculation number</i>	<input type="text"/>
<i>Street, street number</i>	<input type="text"/>
<i>Zip code, city</i>	<input type="text"/>
<i>Telephone</i>	<input type="text"/>
<i>E-Mail</i>	<input type="text"/>
<i>Nationality</i>	<input type="text"/>
<i>Study course</i>	<input type="text"/>
<i>Marital status (if married, please fill out point 7. and 8.)</i>	<input type="text"/>

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Number of children	<input type="text"/>
Please attach the following documents, if applicable: <ul style="list-style-type: none">• Identification document• Marriage certificate• Birth certificate of children• Confirmation of your periods of study (Studienverlaufsbescheinigung)	

2. BANK DETAILS		<input type="text"/>
Account holder	<input type="text"/>	
IBAN	<input type="text"/>	
BIC	<input type="text"/>	
Bank	<input type="text"/>	

3. INFORMATION ABOUT ACCOMMODATION		<input type="text"/>
<input type="checkbox"/>	I live on my own. (also accounts for shared flats if you pay rent)	
<input type="checkbox"/>	I live together with my marriage partner (and children).	
<input type="checkbox"/>	I live together with my parents.	
<input type="checkbox"/>	I don't pay rent.	
Please attach the following documents, if applicable: <ul style="list-style-type: none">• Rental contract		

4. INFORMATION ON SPECIAL LIFE SITUATIONS		<input type="text"/>
<input type="checkbox"/>	I am pregnant. If yes, please attach a medical certificate.	
<input type="checkbox"/>	I am a single parent.	
<input type="checkbox"/>	I have a disability. If yes, please attach a medical certificate.	
<input type="checkbox"/>	Due to my health condition, I have a special diet. If yes, please attach a medical certificate.	
<input type="checkbox"/>	I pay for additional public and private insurances (e.g. liability insurance, household insurance, life insurance, disability insurance). If yes, please attach a proof of your membership and monthly insurance fees.	

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5. INFORMATION ABOUT THE TOTAL INCOME ON ALL YOUR ACCOUNTS				See explanations on page 1!	
Months	Salary	Family support	Scholarship	State aid (e.g. BAföG, accommodation allowance)	Others (e.g. money gifts, voluntary work salary)
February, 2020	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
March, 2020	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
April, 2020	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
May, 2020	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
June, 2020	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
July, 2020	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please attach proof of incomes for all incomes of the last 6 months.

6. INFORMATION ON MARRIAGE PARTNER	
Female/ male/ divers	<input type="text"/>
Last name, first name	<input type="text"/>
Street, street number	<input type="text"/>
Zip code, city	<input type="text"/>
<input type="checkbox"/> My marriage partner is a student.	Matriculation number: <input type="text"/>

Please fill out the following table (point 8.) and attach the listed documents, if you live together with your marriage partner and/or you are sharing living costs.

- Identification document of your marriage partner
- Proof of all income (e.g. salary statements of the last 6 months, partially blackened bank account statements)
- Confirmation of periods of studies of your marriage partner

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7. INFORMATION ABOUT THE TOTAL INCOME ON ALL YOUR PARTNERS ACCOUNTS					See explanations on page 1!
Months	Salary	Family support	Scholarship	State aid (e.g. BAföG, accommodation allowance)	Others (e.g. money gifts, voluntary work salary)
February, 2020	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
March, 2020	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
April, 2020	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
May, 2020	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
June, 2020	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
July, 2020	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please attach proof of incomes for all incomes of the last 6 months.

8. INFORMATION ON YOUR SAVING ASSETS
Current total saving assets' value in EURO: <input type="text"/>
Explanation: Saving assets are for example blocked accounts, saving accounts, stocks, loan agreements. Please attach proof of all your saving assets.

CORRECTNESS
<input type="checkbox"/> I confirm the correctness and completeness of my information. All required documents are attached. I agree that the Sozialfondskommission 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 Cottbus-Senftenberg, as well as the BAföG – Amt.

SIGNATURE	
City, date	Signature
<input type="text"/>	<input type="text"/>