

Applicant:	Deadline for application to be received:	Pre-audit by the financial commission:	Need for a resolution:	
Students (at the BTU Cottbus-Senftenberg)	Amount exceeding 500 €: 4 weeks before project start	Exceeding 500,01 €	Up to 250 €	Finanzreferat
			250,01 € - 999,99 €	StuRa (simple majority)
			exceeding 1000 €	StuRa (2/3 majority) StuPa (2/3 majority)
Referate des Studierendrates	<i>none</i>	Exceeding 250,01 €	Up to 250 €	Finanzreferat
			250,01 € - 500 €	StuRa (simple majority)
			500,01 € - 999,99 €	StuPa (simple majority)
			exceeding 1000 €	StuRa (2/3 majority) StuPa (2/3 majority)
Pay-out of budget funds (intern)	<i>none</i>		Up to 250 €	Finanzreferat
			250,01 € - 999,99 €	StuRa (simple majority)
			exceeding 1000 €	StuRa (2/3 majority) StuPa (2/3 majority)



FAQ:

Where can I find the application forms?

They can be downloaded at <http://www.stura-btu.de/2014/antraege/>

When is an application considered as "received"?

You can either personally hand in the signed and filled out application form at the StuRa and it will be stamped with a "received stamp" or send it per email to finanzen@stura-office.de and office@stura-cottbus.de (preferably in the CC).

When will the application be discussed?

Depending on the amount applied for and the ..., an application is decided on Wednesdays at 19.00 at the Stura. The meetings take place regularly in Cottbus, except for the first Wednesday each month when they take place in Senftenberg.

-Important is that the application is received before the closing of the agenda (Tuesday, 15.00) in order for it to be discussed on the next day.

When is the project period?

The project period is the period in which all expenses and earnings for the project can be spent and received.

-Regard the deadlines for admission!

How is an advance given?

Should you not be able to or don't want to advance the funding amount, you can receive an advance after submitting your personal ID, under the condition that you received a positive resolution. For this you need to fill out the form „Advance for project financing" that you can find on the StuRa Website. http://www.stura-btu.de/2014/antraege/?cp_antrag=2

How does the accounting take place?

After the end of the project period all receipts of earnings and expenses have to be handed in. Then it will be examined by the finance **Referat**.

Application for project financing/ application for financing of an excursion where is the difference?

Application for financing of an excursion are financed as stated in the finance regulations at 14 € per person and per day. Project applications don't have a formal limit; however the amount should be proportionate. Partly self-financing is looked upon in favour.