

# 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.

Adresse	„StuRa Eck“ – Zentralcampus Hubertstraße 15 03044 Cottbus
Telefon	0355/69-2200
E-Mail	soziales@stura-cottbus.de
Öffnungszeiten	Due to the current situation, the StuRa Office is closed.

## 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 <b>important</b> that the proofs of income are submitted for the last six <b>full</b> months. For this, please only insert <b>copies</b> .
Application deadline	The application has to be submitted to the StuRa within the period mentioned below. The application can only be sent by mail to the above e-mail address. Use the following subject for the mail with all attachments in <b>pdf</b> format: <b>Sofos_SoSe21</b>

**Deadline for submission: 30.09.2021 for the summer semester 2021**

# Application for financial support



## 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.

\_\_\_\_\_  
City, Date Signature

according to the "Sozialordnung" of the student body of the Brandenburg University of Technology Cottbus - Senftenberg of 11<sup>th</sup> May, 2021

Inbox (to be completed by StuRa):

1. PERSONAL DATA	
Female/ male/ divers	
Last name, first name	
Matriculation number	
Street, street number	
Zip code, city	
Telephone	
E-Mail	
Nationality	
Study course	
Marital status (if married, please fill out point 8. and 9.)	
Number of children	
<b>Please attach the following documents, if applicable:</b>	
<ul style="list-style-type: none"><li>• Official identification document (<b>not</b> student ID)</li><li>• Marriage certificate</li><li>• Birth certificate of children</li><li>• Transcript of study progress (Studienverlaufsbescheinigung): to be found in the BTU Online-portal → administration of study → administrative documents for study → transcript of study progress (<b>not</b> transcript of records)</li></ul>	

2. BANK DETAILS	
Account holder	
IBAN	
BIC	
Bank	

# Application for financial support

<b>3. INFORMATION ABOUT ACCOMMODATION</b>	
<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.	
<p><b>Please attach the following documents, if applicable:</b></p> <ul style="list-style-type: none"><li>• <i>Rental contract</i></li></ul>	

<b>4. INFORMATION ON HEALTH AND NURSING CARE INSURANCE</b>	
<p><b>Explanation:</b> <i>You are entitled to receive financial support for your health and nursing care insurance if</i></p> <ul style="list-style-type: none"><li>• <i>you are insured by a voluntary public health and nursing care insurance (freiwillige gesetzliche Kranken- und Pflegeversicherung; usually the case for students over the age of 30).</i></li><li>• <i>you are insured by a private health and nursing care insurance since you are/were not entitled to be insured by a public health insurance.</i></li></ul>	
<input type="checkbox"/> I am insured through my family and/or didn't have to pay for the health and nursing care insurance.	
<input type="checkbox"/> I am insured by a mandatory public health and nursing care insurance for students.	
<input type="checkbox"/> I am insured by a voluntary public health and nursing care insurance. Monthly fee in Euro: _____	
<input type="checkbox"/> I am insured by a private health and nursing care insurance. Monthly fee in Euro: : _____	
<p><b>Please attach the following documents, if you are insured by a voluntary public or private health and nursing care insurance:</b></p> <ul style="list-style-type: none"><li>• <i>Proof of membership and insurance fees</i></li></ul>	

<b>5. INFORMATION ON SPECIAL LIFE SITUATIONS</b>	
<input type="checkbox"/> I am pregnant. <b>If yes, please attach a medical certificate.</b>	
<input type="checkbox"/> I am a single parent.	
<input type="checkbox"/> I have a disability. <b>If yes, please attach a medical certificate.</b>	
<input type="checkbox"/> Due to my health condition, I have a special diet. <b>If yes, please attach a medical certificate.</b>	
<input type="checkbox"/> I pay for additional public and private insurances (e.g. liability insurance, household insurance, life insurance, disability insurance). <b>If yes, please attach a proof of your membership and monthly insurance fees.</b>	

# Application for financial support

6. 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)
March 2021					
April 2021					
May 2021					
June 2021					
July 2021					
August 2021					

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

7. INFORMATION ON YOUR SAVING ASSETS
Current total saving assets' value in Euro:
Explanation: Saving assets are for example blocked accounts, saving accounts, online accounts (e.g., Paypal, Apple Pay, Google Pay), stocks, loan agreements, and digital assets (e.g., cryptocurrencies). <b>Please attach proof of all your saving assets.</b>

8. INFORMATION ON MARRIAGE PARTNER	
Female/ male/ divers	
Last name, first name	
Street, street number	
Zip code, city	
My marriage partner is a student.	Matriculation number:

**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.**

- Official identification document of your marriage partner (**not** student ID)
- Proof of all income (e.g. salary statements of the last 6 months, partially blackened bank account statements)
- Transcript of study progress (Studienverlaufsbescheinigung) of your marriage partner: to be found in the BTU Online-portal → administration of study → administrative documents for study → transcript of study progress (**not** transcript of records)

# Application for financial support

9. 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)	
March 2021						
April 2021						
May 2021						
June 2021						
July 2021						
August 2021						

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

10. FINANCIAL SUPPORT FOR LEARNING MATERIALS AND PRIVATE TUITION	
<input type="checkbox"/> During the last semester I bought the following learning material(s): _____ Total value in Euro: _____	
<input type="checkbox"/> During the last semester I took the following private tuition: _____ price per 45 min of tuition in Euro: _____ total value in Euro: _____	
<p><b>Explanation:</b> <i>Please attach bills that prove your purchase of the respective learning supports. Please notice that only purchases that were made within the last semester and are essential for successfully completing your studies, can be considered. Make sure that the bills can be clearly assigned to the respective purchase.</i></p>	

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