**APPLICATION STUDY FINANCE**

**ACADEMIC YEAR 2023-2024**

**THIS FORM IS NOT AN APPLICATION FOR A STUDY GRANT!**

**How to submit this application?**

* Sign manually or digitally: with card reader and your ID card + the PIN of your ID card or with [www.docusign.com](http://www.docusign.com)
* Send the form and additional documents in 1 PDF to the Student Support staff member of your study programme
* Do not forget to send your supporting documents
* Submit an application during the academic year and no later than 15th of September

|  |
| --- |
| I submit this application for: *(indicate one or more in the list below)* Tuition fee reduction Advance payment of study grant Loan for sustainable study material Long-term loanGrant for study-costs Grant for sustainable study material Grant for studies/internship abroadMotivation *(mandatory)*: Add motivation |

1. **Administrative data**

|  |
| --- |
| Name and first name: **…** |
| Nationality: **…** | Student room: Yes No |
| **Account number\*: BE.. …. …. ….** |
| Studies: … | Year: … |
| I have already pursued higher education: Yes No |
| Academic year | Study programme |
| **…...-…...** | **…** |
| **…...-…...** | **…** |
| **…...-…...** | **…** |

**\*Please check** the given **account number** in your digital secretariat (Dinar). If not correct, mail the adjustment to **studentenenadministratie@arteveldehs.be** for a correct payment.

1. **Study grant Flemish authorities**

Do you hold a Bachelor’s or Master’s degree? **** Yes **** No

Did you already apply for a study grant in 2023-2024? **** Yes **** No

1. **Family situation of the student on 31/12/2023 – *indicate what is applicable***

[ ]  I live with both parents

[ ]  I live with one single parent

[ ]  I live with one parent who has remarried or legally cohabited with a new partner

[ ]  I live with one parent who actually lives with a new partner
They have/do not have common children

[ ]  I am married or legally cohabiting

[ ]  I actually live with a partner with whom I have/do not have common children

[ ]  I live alone with/without children

[ ]  I live with a family member/foster parent(s)/guardian

|  |  |
| --- | --- |
| Has your family situation changed after 31 December 2021? | [ ]  Yes, since year What change? …. |
| Did your parent or did you yourself receive alimony in 2021? If so, what was the annual amount? … | [ ]  No |
| Number of dependent children (student included) on 31 December 2023: Choose a number |
| Number of persons in higher education on 31 December 2023: Choose a number |
| Number of persons with disabilities in the family (+66%) on 31 December 2023:  |

1. **Study costs *(to be filled only in case of an application fora grant for study costs)***

|  |  |  |
| --- | --- | --- |
| **Type of cost** | **Amount**  | **Student remarks** |
| Tuition fee | € **…** |  |
| Books and syllabuses | € **…** | Add supporting documents |
| Degree-related study material | € **…** | Add supporting documents |
| Study trip 1 | € **…** | Add supporting documents |
| Study trip 2 | € **…** | Add supporting documents |
| Mandatory trip 1 | € **…** | Add a proof of payment and a screenshot of the task |
| Mandatory trip 2 | € **…** | Add a proof of payment and a screenshot of the task |
| Internship material | € **…** | Add supporting documents |
| Transport ***(only for commuting students and internship)*** |
| De LijnSNCB/NMBS | € **…** € **…** | Add detailed supporting documents and if necessary your internship contract |
| Other study costs | € **…** | Add supporting documents |
| Received cost reimbursements(e.g. compensation study costs VDAB) | **-** € **…** |  |
| **Total expenses** | € **…** |  |

1. **Documents to be added**

**Always scan the following documents and add them to your application (via mail or USB stick)**

**Decision letter** Department of Scholarships and study grants academic year 2023-2024

**OR**

If there is no decision yet:

* A copy of the **tax** **return** of the income of 2021 (the tax year 2022) of the person providing for the student ([www.myminfin.be](http://www.myminfin.be)),
* A proof of the amount of the **alimony** **fee** of **2021** (or 2023), if the parents are divorced,
* A proof of the **income of 2023** (certificates of employers, services or institutions), if this income is lower than the income of the year 2021,
* A **certificate of family composition** (<https://www.vlaanderen.be/attest-van-gezinssamenstelling> ).

**Additional documents to be scanned:**

* When applying for a **grant for study costs**: proof of all costs incurred: copy of invoice, email or bill
* When applying for a **loan for sustainable study material**: quotation, invoice or screenshot with price of the desired sustainable study material
* When applying for a **grant for sustainable study material (*laptop, camera…)*** : invoice of the purchase of sustainable study material, in the name of the student
* When applying for a **grant for studies/internship abroad**: contract from Mobility Online

**The beneficiary agrees to the following:**

• The Office of Student Support is to be notified without delay of any other financial compensation for the above-mentioned studies. In this case, the Office of Student Support may immediately suspend the grant and reclaim any amounts paid;

• Every incompleteness in the statements or any false information may result in the termination of the payments and reclaiming of the grant;

• Regular attendance of the lessons and taking exams during the above-stated academic year; if the beneficiary fails to meet this condition, he/she is to inform the Office of Student Support without delay and payment of the grant ceases immediately;

o In case of deregistration before 1 December 2023: *50% of the grant is reclaimed*;

o In case of deregistration between 1 December 2023 and 15 March 2024: *25% of the grant is reclaimed*;

• If the grant is awarded for a foreign internship and this is ended prematurely, then the Office of Student Support will reclaim part of the grant;

• To notify the Office of Student Support of any address change.

Date: 11/09/2023 Signature of student

 *(typing your name is not enough,
a (digital) signature is required)*

All the information you provide us will be treated as strictly confidential. It is only used to verify if you are eligible for student finance. You have the right to review all data collected by us and, if necessary, to have it corrected (Belgian law of 8 December 1992 on Processing of Personal Data). To do this you can send a letter to the head of department of student services, Hoogpoort 15, 9000 Gent. After graduation or discontinuation of your studies, all data will be removed.

The employees of student services are bound to professional secrecy. Students who apply for the services of this department agree with the shared professional secrecy of the employees of student services concerning internal consultation about student financing, psychological counselling and referral.