**LOAN REQUEST**
**laptop or long-term**
**ACADEMIC YEAR 2026-2027**

## 1. Administrative details

| |
|---|
| Surname and first name: |
| Student room: ☐ Yes ☐No |
| **Account number*: BE.. …. …. ….**<br>***Check** the **account number** you entered in your digital administration office (Dinar). If not correct, mail the adjustment to **studentenadministratie@arteveldehs.be** for correct payment. |
| Study programme: |

## 2. What will you submit a request for?

☐ Loan:

☐ **Loan of laptop**: You will start the repayment one month after taking out the loan and pay back the amount taken within 36 months.

**Proof:** Attach an invoice or image of the laptop you will buy along with its price to this request.
Within a month after taking out the loan, you provide an invoice in your name to Student Support.

**Would you like to pay back the loan in a shorter term?**
Then make a different repayment proposal:
I will pay back the loan in months.

☐ **Long-term loan**: Loan for student-related aspects. You will start repayment after one month after taking out the loan, and pay back the amount taken within 40 months.

Contact us by email or plan an interview via the online calendar of the campus student support staff member to go over your request.

**Would you like to pay back the loan in a shorter term?**
Then make a different repayment proposal:
I will pay back the loan in months.

**Motivation (explain how you request the loan for student-related aspects):**

_____

_____

_____

_____

**How can you submit this request?**

- Complete all requested information.
- Attach the correct documents and relevant supporting documents
- **Sign** manually or digitally (card reader and your identity card + the PIN code of your identity card or via www.docusign.com).
- Submit the form and attachments in **1 PDF** to the Student Support staff member of your department or studiefinanciering@arteveldehs.be
- **Your request will only be processed if your file is complete.**
- This form does not qualify as application for a student grant!

I, the undersigned, confirm that this information is real and complete

**Date**: 30/06/2026

**Student signature**
*(it is not enough to just type your name, a (digital) signature is required)*

X

Student

The information will be used in the context of granting student finance and further follow-up. Third parties cannot obtain information on these details. You can assert your right of inspection in agreement with art.10 of the law of 8 December 1992 by addressing a letter to the Head of the Office of Student Support, Hoogpoort 15, 9000 Gent.

The staff members of the Office of Student Support are bound to professional confidentiality. Students who call upon the services agree with the shared professional confidentiality for internal consultation with colleagues in the context of student finance, psychosocial counselling and referral.