

EMERGENCY FUND SCHEME

for HAN University of Applied Sciences

<i>Subject</i>	<i>Emergency Fund Scheme</i>
<i>Executive Board decision no.</i>	2020/1694
<i>Participation Council consent</i>	10-7-2020
<i>Adopted on</i>	10-7-2020

Article 1 Scope

1. In case of a financial emergency relating to the immediate continuation of the degree course and activities related to it, a student can appeal to the HAN Emergency Fund if the financial emergency situation:
 - a. is acute;
 - b. is inescapable;
 - c. is not solvable through normal channels, which in any case should be understood to mean student finance stemming from the 2000 Student Finance Act, support funds within the schools and health and/or (health) insurance policies;
 - d. is incidental, i.e. not structural or of a periodic nature; and
 - e. can be effectively solved by one-off financial support.
2. The financial support amounts to a maximum of € 1,000 in the form of an interest-free loan or € 1,000 in the form of a gift.
3. In addition to paragraph 1 d, the emergency situation may result from disability or illness that is not incidental. The financial emergency itself must be incidental.

Article 2 Procedure for requesting support

1. The applicant contacts the student counsellor and discusses the financial emergency with the student counsellor.
2. The applicant submits a fully completed application form to the student counsellor. Make an appointment with one of the student counsellors (website HAN-Insite>Student Support>Personal tutoring – HAN Study Success).
3. Together with the application form, the applicant sends evidence of the amount of financial assistance requested.
4. If the emergency results from a disability/chronic illness, the applicant attaches a medical certificate proving the nature of the disability/chronic illness and giving reasons why the financial assistance requested will be effective in dealing with the emergency.
5. In consultation with the student's study coach, the student counsellor checks whether the conditions referred to in article 1 paragraph 1 are met and checks the details of the application.
6. As soon as possible, but no later than five working days after the student has submitted the application, the student counsellor advises the deciding authority, the Legal Affairs department, on the allocation, form and amount of support.
7. As soon as possible, but no later than five working days after submission of the advice by the student counsellor, the Legal Affairs department takes a reasoned decision on the allocation, form and amount of support. The decision is communicated in writing to the student, the student counsellor involved and, if allocated, Financial Services.
8. The legal department is responsible for the required administrative processing and allocating of applications. The legal department keeps a file of the applications. The content of decisions taken will not be made public.
9. Payment is made through Financial Services.

Article 3 Gift

1. In all cases, support is in principle given in the form of a gift. It is granted if the financial emergency has arisen from an unbalanced distribution of income and expenditure over a certain period of time.

2. On the application form, the applicant must indicate how the emergency situation will be resolved in the future under 'Any further comments'.
3. The applicant must have the prospect of successfully completing their studies.
4. A student can obtain support up to a maximum amount of € 1,000 in the form of a gift. If a student makes more than one application during the time they are enrolled at HAN, the total amount of gifts can never exceed € 1,000.

Article 4 Interest-free loan

1. Contrary to article 3, support will be provided in the form of an interest-free loan if the situation can be solved through normal channels (which should in any case be understood to mean student finance within the 2000 Student Finance Act, support funds within the HAN schools and (health) insurance policies) but where payment or decision is delayed for some time.
2. A student can obtain support up to a maximum amount of € 1,000 in the form of an interest-free loan. If a student makes several applications during the time they are enrolled at HAN, the total amount of interest-free loans granted can never exceed € 1,000.
3. The repayment arrangement will be made known to the student in a letter.
4. Repayment must, if possible, be made within one year, or earlier in the case of graduation or termination of enrolment.
5. In case of late repayment, the student will receive a reminder from Financial Services.

Article 5 Unforeseen circumstances

In cases where this paragraph does not provide or the maximum financial support is insufficient, the application will be submitted to HAN's Executive Board.

On the basis of the documents presented, the Executive Board decides on the allocation, form and amount.