

FINANCIAL SUPPORT FUND SCHEME

for HAN University of Applied Sciences

<i>Subject</i>	<i>Financial Support Fund Scheme</i>
<i>Executive Board decision no.</i>	2020/1692
<i>Participation Council consent</i>	10-7-2020
<i>Adopted on</i>	10-7-2020

Part 1 Provisions relating to special circumstances with the exception of board activities (see part II for board activities)

Article 1 Scope

1. Students are eligible for this scheme if:
 - a. they are enrolled as a student in a HAN degree course for which they have not been awarded a degree and for which they are required to pay statutory tuition fees;
 - b. they are or were entitled to a performance-related grant for this degree course, as described in Chapter 5 of the 2000 Student Finance Act (WSF 2000), and
 - c. they have or expect to have a study delay during the period of student finance for a full-time or work-study degree course as a result of special circumstances as defined in paragraph 2;
 - d. or they are enrolled in a degree course that has not been re-accredited, meaning that they are no longer entitled to student finance.
2. The following are considered special circumstances:
 - a. membership in a degree committee;
 - b. membership in the school council;
 - c. membership in the Participation Council;
 - d. illness or pregnancy and childbirth of the student;
 - e. disability or chronic illness of the student;
 - f. special family circumstances;
 - g. an insufficiently feasible study programme;
 - h. study delay resulting from the student's practice of elite sport in a national and international context;
 - i. study delay resulting from performance of entrepreneurial activities (HAN top entrepreneurs scheme) subject to article 5.5 paragraph 5 of the Student Charter; and
 - j. other circumstances which, if a request for financial support based on those circumstances were rejected, would lead to an exceptional case of extreme unfairness in the opinion of the Financial Support Fund Committee.
3. In connection with membership in the degree committee, the school council or the Participation Council as referred to in paragraph 2 a-c, the student also:
 - a. is or was entitled to a performance-related grant at the time they accepted membership;
 - b. holds a position for which no commensurate remuneration has been or will be received or for which the total amount of the previously received suitable remuneration was less than should have been granted under Section 7.51f of the Higher Education and Research Act (WHW);
 - c. is enrolled in the main phase of a degree course at HAN or has obtained sufficient credits to be admitted to the post-propaedeutic phase of a degree course at HAN; and
 - d. is able to complete their degree before reaching the age of 34.
4. If the student has suffered or is expected to suffer a study delay as a result of a special circumstance as referred to in paragraph 2 d and e (illness or disability), they must – if they are eligible – have used the option of extending the performance-related grant as referred to in Article 5.16 2000 Student Finance Act before they can be eligible for financial support.

Article 2 Scope of financial support

1. The duration of financial support to a student is determined separately for each student, taking into account the following paragraphs, and is expressed in months.
2. If a student is expected to suffer a study delay as a result of a special circumstance as referred to in article 1 paragraph 2 a-c, the duration of the financial support is set at 2 months per year.
3. If a student has suffered or is expected to suffer a study delay as a result of a special circumstance as referred to in article 1 paragraph 2 d-i, the duration of financial support will be determined based on the number of months of study delay that the student suffers or has suffered during their enrolment as a result of force majeure, the structure of the study programme, participation in elite sport or entrepreneurial activities carried out by the student.
4. If a student has suffered or is expected to suffer a study delay as a result of a special circumstance as referred to in article 1 paragraph 2 d-e (illness or disability), the period of extension of a performance-related grant as referred to in article 1 paragraph 4 will be deducted from the duration of the financial support.
5. Financial support from the Financial Support Fund is for a maximum of 24 months.
6. The amount of financial support per month for students who fall under the old student finance system is equal to the amount of the performance-related grant (basic grant and possibly supplementary grant) that the student is or was entitled to in the final month of receiving this grant.
7. The level of financial support per month for students who fall under the means-tested student finance loan system is equal to an amount of €300.69 plus any supplementary grant awarded to the applicant during the period of the performance-related grant.
8. The financial support, as defined in paragraphs 7 and 8 of this article, can be increased by the equivalent amount of the student travel product (rounded off to €100.00), defined in Article 5.3, paragraph 2 of the 2000 Student Finance Act, if the student receives support from the Financial Support Fund for more than 12 months. The increase can be awarded from the 13th month.
9. Deviation from the provisions of the previous paragraphs is possible in special cases.

Article 3 Application for financial support

1. The student who wishes to be considered for financial support on the grounds of this scheme can apply to the Financial Support Fund Committee at HAN.
2. The application is made by means of an application form established for this purpose, which is available digitally on HAN's website (www.han.nl/insite/studiesucces).
3. The student who wishes to be considered for financial support as a result of a special circumstance, as referred to in article 1 paragraph 2 a-c must submit their application no later than 3 months after the start of the membership. The following documents are needed for the application:
 - a. Certificate of enrolment as a HAN student (this should be checked by the student counsellor); and
 - b. a copy of the student's passport or ID card (to be shown to the student counsellor);Other documents that should be sent with the application:
 - c. the most recent notice from DUO showing the amounts constituting the student finance awarded; and
 - d. evidence of the membership that the student will hold;
4. The student who wishes to be considered for financial support as a result of a special circumstance as referred to in article 1 paragraph 2 d-i must submit their application as soon as possible after their entitlement to student finance ceases. The following documents are needed for the application:
 - a. Certificate of enrolment as a HAN student (this should be checked by the student counsellor); and
 - b. a copy of the student's passport or ID card (to be shown to the student counsellor).Other documents that should be sent with the application:
 - c. the most recent notice from DUO showing the month, year and amount of the last performance-related grant payment (i.e., the basic grant and any additional grant);
 - d. an explanation by the student of the reasons for the study delay;
 - e. statement from the student's study coach showing that the student contacted the study coach as soon as possible after the special circumstance in question arose, the extent (in months) of the study delay suffered as a result, and a projection of the student's study progress;

- f. an overview of the student's study progress giving the number of ECTS credits earned since the start of the degree course; and
- g. advice from the student counsellor on the duration of the study delay and the existence of possible compensations for the special circumstance in question.

In the event of study delay due to *force majeure*, the following should also be enclosed:

- h. a statement by a third expert or other documentation showing the period during which the circumstances arose and what these circumstances comprised.

In the event of study delay due to illness or disability, the following should also be enclosed:

- i. evidence showing that the student has received an extension of the duration of the performance-related grant as referred to in article 5.16 of the 2000 Student Finance Act.

In the event of study delay due to the structure of the degree course, the following should also be enclosed:

- j. a detailed statement by the student explaining that the degree course was structured in such a way that they were not reasonably able to take the final bachelor assessment within the period they received the performance-related grant, or were unable to meet the study progress requirement.

In the event of study delay due to practising elite sport, the following should also be enclosed:

- k. all HAN elite sport statements that are provided annually by the HAN Elite Sport Coordinator, covering the entire period in which the student was deemed to be a national or emerging talent;

In the event of study delay due to entrepreneurial activities, the following should also be enclosed:

- l. a statement by the HAN Top Entrepreneurs Coordinator for the entire period in which the student has been regarded as a top entrepreneur.

- 5. Applications submitted after the time limit referred to in paragraphs 3 and 4 will not be handled. The Financial Support Fund Committee may nevertheless decide to handle an application if the student has explained in their application why the application was submitted later and the committee considers these reasons to be well-founded.

Article 4 Decision on the application

- 1. HAN's Financial Support Fund Committee decides on applications for financial support and on the implementation of this scheme.
- 2. HAN's Financial Support Fund Committee may decide to:
 - a. allocate financial assistance if the application meets the prescribed conditions;
 - b. continue the application if the application was submitted earlier than one year before the end of the performance-related grant, or if further information is required; or
 - c. reject the application.
- 3. An allocation for a period of 12 months or longer may be made under the condition that the student is making study progress with a prospect of graduating within the period in which they have been awarded financial support. The student then reports to the student counsellor every 6 months after the start of the financial support from the Financial Support Fund. If the student does not report to the student counsellor or does not make any study progress in the opinion of the student counsellor, the student counsellor will immediately report this to the Financial Support Fund Committee.
- 4. HAN's Financial Support Fund Committee will decide within no more than 30 working days after receipt of the application. HAN's Financial Support Fund Committee may extend this period once by a maximum of 10 working days. The HAN Financial Support Fund Committee's decision is communicated in writing to the applicant and includes reasons for the decision.
- 5. An objection against the decision of HAN's Financial Support Fund Committee can be lodged with the Disputes Advisory Committee within 6 weeks after the date of the decision, in accordance with the Regulations of the Disputes Advisory Committee.

Article 5 Provision of financial support

- 1. The student's financial support is provided in the form of a gift by HAN's Department of Financial and Economic Affairs and at the expense of the school in which the applicant is enrolled as a student.

2. The provision of financial support begins after the period in which the student is entitled to a performance-related grant or an extended performance-related grant as referred to in article 5.16 of the 2000 Student Finance Act.
3. Financial support will be provided in equal monthly instalments.
4. Monthly instalments will be paid at the end of the month in question.
5. If the student already receives another allowance on the grounds of their special circumstance as referred to in article 1 paragraph 2 a-c and 2 i, this will be deducted from the financial support from the Financial Support Fund.
6. If, in the opinion of the Financial Support Fund Committee, the student is not making any study progress as referred to in article 4, paragraph 3 of this scheme, the Financial Support Fund Committee may decide to terminate the provision of financial support immediately.
7. The provision of the financial support ends in any case when the student's enrolment as a student at HAN is terminated.

Article 6 Withdrawal of positive decision

The committee may decide to withdraw the decision to allocate an applicant financial assistance from the Financial Support Fund if it is found that the decision was based on incorrect or incomplete information provided by the applicant or if it is found that the applicant no longer meets the conditions under which an award was made as referred to in article 4 paragraph 3.

Article 7 Transferability of claims

An entitlement to financial support of a student who was enrolled at another institution of higher education and who acquired entitlement to financial support during that enrolment will be taken over by HAN on the understanding that the request for financial support will be submitted in accordance with this scheme and that the duration and scope of the support can be redefined based on this scheme.

Article 8 Working method of the HAN Financial Support Fund Committee

The Financial Support Fund Committee lays down its working method in a set of internal regulations, with due observance of the provisions of this scheme and other frameworks set by the Executive Board, and submits the internal regulations to the Executive Board of HAN for approval.

Article 9 Entry into force

This scheme will enter into force on 1 September 2018.

Article 10 Citation title

This scheme can be cited as 'HAN Financial Support Fund Scheme' (or 'Regeling Profileringsfonds HAN in Dutch')

Part II Provisions concerning board activities

Article 1 General terms and conditions of board position

1. In order to be considered for support in relation to board positions, all of the following conditions must be met:
 - a. the student is enrolled in the main phase of a degree course at HAN as of 1 September of the academic year in which they hold the board position, or the student has met the conditions for being admitted to the post-propaedeutic phase of the degree course they are actually studying at HAN as of 1 September of the academic year in which they hold the board position;
 - b. the student has not been awarded a degree for the course in which they are enrolled;
 - c. the student is receiving or has received student finance (performance-related grant) for this degree course;
 - d. the student holds a position for which they have not or will not receive commensurate compensation, or for which the total amount of commensurate compensation received was less than it should have been according to article 7.51f of the WHW;
 - e. is able to complete their degree before reaching the age of 34.

2. Paragraph c of the previous paragraph does not apply to the international student who is not subject to the conditions of article 2.2 of the 2000 Student Finance Act.
3. Each academic year is subject to a maximum support period of 12 administrative grants per student.

The student must serve a board position for an organisation that has been recognised by the Assessment Committee as a recognised student organisation or activity. The criteria that the organisation or activity must meet are described in article 5 and below.

Article 2 Duration of board position

1. A student who accepts a board position is obliged to hold this position for at least one semester.
2. If the person in question is unable to fulfil this obligation and ceases their board activities, the board of the organisation is obliged to report this to the student counsellor as soon as possible. The right to financial support for board activities expires with immediate effect. Allocating support for a successor is possible with effect from the first month following the board's notification to the student counsellor that the resigning member is no longer in office.

Article 3 Statement and application for support by the board members

1. a. In August prior to the academic year, the Assessment Committee will ask the board of the student organisation, as referred to in article 6, paragraph 1, to state how they will distribute the administrative grants among the new board members. The basic principle of the division by the board is that the awarded administrative grants will be divided according to the expected workloads of the board members, with a minimum of one administrative grant per board position. If the distribution of administrative grants is clearly at odds with the expected workloads, the Financial Support Fund Committee can adjust the division on the advice of the student counsellor.
b. The organisation's board is obliged to report which students have been appointed to which board positions by the competent body of the organisation in question.
c. The individual board members should submit their requests for payment along with the statement of board members. The student counsellor will forward these requests to the Financial Support Fund Committee.
2. After the new board or board member has taken office, the completed form will be returned to the Assessment Committee before 15 November.
If some board positions have yet to be filled permanently by 15 November, additions may be made to the submitted form until 1 March of the current academic year at the latest.
3. The HAN Financial Support Fund Committee makes its decision at the start of the new calendar year, after receiving the application from the student counsellor. The HAN Financial Support Fund Committee's decision is communicated in writing to the applicant and includes reasons for the decision.
4. An objection against the decision of HAN's Financial Support Fund Committee can be lodged with the Disputes Advisory Committee within 6 weeks after the date of the decision, in accordance with the Regulations of the Disputes Advisory Committee.

Article 4 Amount and payment of the administrative grant

1. The amount of one administrative grant equals € 300.69 per month.
2. The administrative grants are paid in the form of a gift during or immediately after the end of the academic year in which the board activities were carried out.

Article 5 Board activities to be recognised

The following activities can be included in the 'Recognised Student Organisations and Activities List':

1. Board activities within the framework of the management and organisation of HAN, including in any case:
 - a. membership in the Participation Council or school council, with due observance of article 1 paragraph 1e;
 - b. membership in a degree committee, with due observance of article 1, paragraph 1e.
 - c. membership in the board of a recognised student organisation of some size with full legal capacity, as set out in article 6 paragraphs 2, 3 and 4.
 - d. board or public interest activities which, in the opinion of the Assessment Committee, are also in the interest of HAN or of the degree course which the student is following, as set out in article 6 paragraph 5.

2. The duration of the support is determined per academic year in months (administrative grants) and included in the 'Recognised Student Organisations and Activities List'.

Article 6 Student organisations to be recognised

1. Recognition can be given to student associations, study associations, umbrella organisations and board activities or public interest activities.
2. A student association, including sports clubs, social clubs, cultural and philosophical associations, can be recognised (also in the legal form of a foundation, see under e) if it meets the following criteria:
 - a. the possession of full legal capacity (articles of association included in a notarial deed);
 - b. at least 50 members are enrolled as students at an educational institution of higher education;
 - c. according to its statutes, policy plan or activity plan, and in its actual activities, the organisation focuses on the student community of the university of applied sciences or on the student community in Arnhem or Nijmegen in the broadest sense by opening up membership to any student who is studying at an institution of higher education in Arnhem or Nijmegen and is actually engaged in activities to that end;
 - d. additional administrative grants may be awarded for the use of real estate (property management);
 - e. if it concerns a foundation, it must demonstrate that the actual work benefits at least 50 students enrolled at an educational institution for higher education.
3. A study association at HAN can be recognised (also in the legal form of a foundation, see under g) if it meets the following criteria:
 - a. the possession of full legal capacity;
 - b. membership of the study association is open to any student of a degree course for which the study association is established;
 - c. according to its statutes, policy plan or activity plan, if applicable, and in its actual activities, the association focuses on HAN students who are enrolled in the degree course(s) for which the study association is established;
 - d. the association makes it plausible that the activities it organises relate to or are connected with the content of the degree course(s), and that a minimum of 4 activities are organised each year. The activities are valued to the extent that they contribute to or are related to the content of the degree course;
 - e. the association makes it plausible that the organised activities benefit at least 50% of the students of the degree course(s) for which the association has been established;
 - f. any student in the degree course for which the study association was established can participate in the activities of the association; and
 - g. if it concerns a foundation, it must demonstrate that the actual work benefits every student following a degree course for which the organisation was set up.
4. An umbrella organisation may be recognised if it meets the following criteria:
 - a. according to the statutes, the umbrella organisation must have been established with the objective of in any case representing the interests of the member organisations affiliated to the umbrella organisation;
 - b. members of the umbrella organisation are student organisations only; natural persons are not members. The umbrella organisation must have at least four members where the combined number of members of the member organisations is at least 150 students of Radboud University or HAN; and
 - c. the activities of the umbrella organisation are primarily aimed at promoting the collective interests of the member organisations affiliated to the umbrella organisation.

Umbrella organisations in which there is a statutory double function between the board membership of the umbrella organisation and the board membership of an affiliated member organisation are not eligible for support.
5. Board or public interest activities may be recognised if they meet the following criteria:
 - a. the applicant demonstrates that the activities organised are in the interests of the institution and will benefit a substantial number of students from the degree course(s) for which the activities are organised; and
 - b. in the application, the applicant explains their activities and indicates the number of hours per week spent on them and the period in which the activities take place.

An activity with a duration of less than one month is not recognised.

6. a. A student organisation or activity that meets the above criteria may apply to the Assessment Committee for recognition.
b. A student association or umbrella organisation that can be recognised by the RU must request recognition from the Assessment Committee based on the recognition from the RU.
7. The Assessment Committee will decide on the request for recognition. To this end, the Assessment Committee investigates, among other things, the number of members, the range of tasks, the FTEs and degree of responsibility of the board positions and the target group for which the activities are organised, and includes the outcome(s) in its decision. The decision will be taken based on the weighting factor and on the documentary evidence provided as referred to in paragraphs 2, 3, 4 and 5 of this article. The decision also contains the provisional number of months the organisation can be awarded an administrative grant per academic year, which is compared with the number of months administrative grants are awarded by other recognised student organisations.
8. The duration of the recognition is two years. The applicant is informed of this in writing. The recognition and its duration will be included in the 'Recognised Student Organisations and Activities List'.
9. An organisation whose statutory purpose and/or actual activities are of a commercial nature or aimed at maintaining or promoting discrimination against people on the basis of their religion, beliefs, political affiliation, race, gender or any other ground will not be recognised.
10. An organisation that operates nationwide will not be recognised.

Article 7 Application procedure for student organisation recognition

1. A request for recognition is submitted to the Assessment Committee no later than 15 October of the academic year in order to be eligible recognition in that same academic year;
2. An application for recognition is accompanied by at least the following documents:
 - a. the statutes of the association or foundation in the form of a notarial deed, including the number and different types of board positions of the association or foundation and the target group;
 - b. per board position a description of: the content of the tasks and the average number of hours the board member spends per semester on board activities and a brief description of the degree of responsibility with respect to the target group and the organisation;
 - c. the number of members of the association or, in the case of a foundation, an overview of the number of participants in the activities of the previous year;
 - d. an overview of the activities undertaken in the previous year; and
 - e. an annual report containing at least a financial overview and an overview of the activities undertaken.
3. The Assessment Committee examines whether the request complies with the provisions of paragraph 2. If the request does not meet these requirements, the committee immediately informs the applicant and invites them to rectify the omission within a certain period of time, whereby the deadline of 15 October of the academic year continues to apply.
4. The Assessment Committee decides on the recognition within 30 working days of receiving a complete application. If the Assessment Committee deems additional information necessary, this period may be extended once by a maximum of 30 working days.
5. The decision is made in writing and can mean that:
 - a. the application is not accepted for handling;
 - b. the student organisation is recognised; or
 - c. the application is rejected.
6. If the request is rejected, the decision will contain a written justification of the rejection. The decision will also contain a reference to the possibility and the deadline for submitting an objection.

Article 8 Composition of Assessment Committee

1. The Executive Board appoints an Assessment Committee consisting of four members, two of whom are HAN staff and two HAN students.
2. Student members are appointed on the recommendation of the Participation Council for a period of one year.
3. The staff members are appointed for a period of three years.
4. Members may be reappointed.
5. Termination of the appointment takes place: after expiry of the appointment period, unless there is talk of reappointment; prematurely at one's own request, whereby a reasonable term will be

used in consultation with the Executive Board; or prematurely by decision of the Executive Board. This decision will be announced in writing. In doing so, the Executive Board indicates the reason for the decision and the date on which the termination of the appointment takes effect.

6. The members of the Assessment Committee will appoint one of the members as chair.
7. If the members of the Assessment Committee do not reach full agreement on the distribution of the administrative grants, the chair will decide.
8. The Assessment Committee and any other person who, pursuant to this scheme, has knowledge and/or is in possession of written information about student organisations or activities, is obliged to keep these documents confidential from third parties and to ensure they are not disclosed to third parties.

Article 9 Assessment procedure for allocation of administrative grants

1. Once every two years, the assessment committee considers all the organisations and activities referred to in article 6 and assesses the number of administrative grants for which these organisations or activities are eligible.
2. After the year in which they were founded, all organisations have the option of requesting a reconsideration of the assessment as referred to in paragraph 1.
3. For an organisation that wishes to be assessed, the necessary documents must be in the possession of the Assessment Committee no later than 15 November. Documents or requests submitted later than this deadline automatically result in a decision to award 0 administrative grants.
4. The necessary documents referred to in paragraph 3 concern in any event:
 - a. the number of members on 1 October of the year in question;
 - b. the most recent annual report, including an annual financial report;
 - c. the most recent budget; and
 - d. the activity plan for the coming academic year.
5. The Assessment Committee assesses all applications that have been submitted on time and, by applying the criteria in article 10, draws up the final distribution of administrative grants. The Assessment Committee informs all assessed organisations or activities in writing of the distribution.

Article 10 Criteria assessment procedure for the distribution of administrative grants

1. General principles for the distribution of administrative grants:
 - a. the Executive Board sets a maximum number of administrative grants per organisation,
 - b. activities can only be compensated once.
 - c. in the case of student associations and umbrella organisations, the number of administrative grants awarded is distributed in proportion to the total number of board members, with that proportion benefiting HAN board members¹.
2. Weighting factors for student organisations:
 - a. the basic principle is the number of members on 1 October of the academic year in which the student organisation is assessed. Only full student members enrolled in an institution of higher education are counted. It has to be proven that over 20% of students enrolled in the degree course are members of the organisation. For foundations, the basic principle is 15% of the students enrolled in the degree course;
 - b. on the basis of the number of members, the minimum number of administrative grants can be allocated according to the 'apply weighting factors overview';
 - c. on the basis of the range and scope of activities organised by an organisation, the Assessment Committee may award administrative grants on top of the grants received by an organisation based on the number of student members. The Assessment Committee only grants additional administrative grants to organisations that focus on organising activities specific to the nature of the student organisation. A study association whose focus is mainly fun, social events is not eligible for additional administrative grants;
 - d. administrative grants can be allocated in the case of the use of real estate (property management). If an organisation can be identified as the main tenant or sub-tenant and the organisation can show, based on a description of its role and activities, that these activities relate to property management, the Assessment Committee can take this into account in the allocation.

¹ For example, in the case of 6 board members, 1/6 of the allocated administrative grants will benefit the HAN board member.

e. for umbrella organisations, the number of administrative grants is determined based on job descriptions and the range of activities on offer. The range of activities must be demonstrably complementary to the range of activities offered by the member organisations.

Article 11 Withdrawal of positive decision

1. The committee may decide to revoke the decision to allocate an applicant financial support from the Financial Support Fund if it is found that it was allocated based on incorrect or incomplete information provided by the applicant.
2. In the case of the dissolution of the student organisation, the committee can decide to withdraw the decision to recognise the organisation.

Article 12 Hardship clause

In special circumstances or in cases that are not provided for by this scheme, the Assessment Committee (in the case of student organisations) or the Financial Support Fund Committee (in the case of individual applications) may decide to deviate from the provisions of this scheme in favour of the student organisation or the student in cases where rejecting a request for support would result in extreme unfairness. Article 10 paragraph 1 still remains fully applicable in such cases.