

Profiling Fund Regulations

Breda University of Applied Sciences

DISCOVER YOUR WORLD

Legal Team

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Chapter 1 General

Article 1.1 Definitions

In these regulations, the following definitions apply:

Academy	Organisational unit as referred to in article 10.3a WHW, which offers one or more degree programmes.
Academic year	The period that starts on 1 September and ends on 31 August of the subsequent year, as referred to in WHW article 1.1 under k. An academic year comprises 60 ECTS credits (1,680 hours).
Academy director	Leading officer of an academy. The academy director bears final responsibility for the day-to-day running of an academy on the grounds of the duties and powers authorised to them by the Executive Board.
BUas	Breda University of Applied Sciences
Degree programme	Or 'study programme'. An interrelated whole of courses, as referred to in WHW article 7.3.
Dispute Resolution Committee	Against a decision of the Executive Board, a student whose interests are affected by that decision may lodge an objection with the Dispute Resolution Committee of Breda University of Applied Sciences. For more information, see the Regulations pertaining to the Dispute Resolution Committee .
DUO	<i>Dienst Uitvoering Onderwijs</i> (Education Executive Agency)
Executive Board	The governing body of <i>Stichting Breda University of Applied Sciences</i> , as referred to in article 10.2 of the WHW in conjunction with articles 3 to 5 inclusive and article 7 of the articles of association of <i>Stichting Breda University of Applied Sciences</i> .
Institution tuition fee	The tuition fee that has to be paid by a student who does not qualify for payment of the statutory tuition fee.
Performance-related grant	The performance-related grant is part of the student finance scheme as mentioned in chapter 5 of the WSF 2000. For more information, see the website of DUO .
Performance-related grant period	The period during which a student is entitled to student finance. The duration of the period is linked to the regular duration of the degree programme.
Statutory tuition fee	The tuition fee referred to in WHW article 7.45, belonging to enrolment as a student. These tuition fees are indexed annually and established by the Minister.

Student	The person enrolled as a student of Breda University of Applied Sciences, as referred to in WHW article 7.32.
Student counsellor	An officer whose core task is to guide, inform and advise current and prospective students in the area of education and studying.
WHW	The Dutch Higher Education and Research Act, including any amendments.
WSF	The Dutch Student Finance Act 2000 which entered into effect on 1 September 2000.

Chapter 2 Profiling Fund Review Committee

Article 2.1 General

- 1 The members of the Profiling Fund Review Committee (hereinafter referred to as the committee) will be appointed by the Executive Board for a period of four years. Members may be reappointed one more time thereafter.
- 2 The committee consists of four members, who are two student counsellors, a student member from the participation council, and a chair appointed by the Executive Board. The committee will be supported by an official secretary.
- 3 In connection with the protection of the privacy of the student who has submitted a request, the members of the committee and the official secretary are obliged to maintain confidentiality on all matters they learn in their capacity as committee members or official secretary.
- 4 The committee can be contacted via the following email address: profilingfund@buas.nl.

Article 2.2 Duties and powers

- 1 The committee's task is to assess student applications for financial support as described in the Profiling Fund Regulations.
- 2 The committee will, in connection with the performance of its duties, have the power to:
 - Draft further guidelines to be met by the application;
 - Obtain further information regarding the student's request, staff members involved, student counsellor or, after the student's permission, the student's care worker;
 - Perform necessary verification actions for correct assessment of the application;
 - Keep records regarding financial support. These should at least include:
 - o The student's citizen service number, and
 - o The amount of the financial support granted, indicating separately the amount of additional support (as mentioned in article 6.2, section 2).
- 3 After assessing the application, the committee will advise the Executive Board, which will make a decision (article 5.4).
- 4 The committee will inform the student in writing of the decision and the financial support as mentioned in these regulations. In this process, the amount of additional support, if awarded, will be stated separately.
- 5 The committee accounts for its expenditure annually, through a report that is part of the BUAs annual report.
- 6 The committee will annually determine the various reference amounts before the start of the new academic year on the basis of the information from DUO and the monthly student finance amounts. The new reference amounts will be published on the BUAs website and on the portal.

Article 2.3 Applicability

- 1 The Profiling Fund Regulations apply to all students enrolled with Breda University of Applied Sciences.
- 2 The Profiling Fund Regulations are part of the Students' Charter. The Students' Charter contains the rights and obligations of the students enrolled with BUAs.

Article 2.4 Reading guide

Chapter 3 discusses the various circumstances under which a student may be eligible for financial assistance. Chapter 4 lists the conditions that must be met for each circumstance. If a student meets the conditions, the financial support can be applied for in accordance with the procedure mentioned in chapter 5. Finally, chapter 6 discusses the duration and amount of the financial support.

Chapter 3 Circumstances for Financial Support

This chapter lists the various circumstances under which it is possible to receive financial assistance from the Profiling Fund. Here, in accordance with the WHW, a distinction is made between various circumstances.

Financial support in connection with:

- Special circumstances (article 3.1)
- A higher study load (article 3.2)
- Non-renewal of accreditation (article 3.3)
- A board position (article 3.4)

If any of these circumstances apply, the student must also meet the conditions (as set out in chapter 4) to qualify for financial assistance.

Article 3.1 Financial support in connection with special circumstances

WHW 7.51

- 1 The Executive Board will make provisions for the student enrolled at BUAs who has incurred or is expected to incur study delay due to the presence of a special circumstance.
- 2 Special circumstances, as referred to in section 1, are:
 - a membership of the board of a student organisation of a significant size and with full legal capacity¹, membership of a degree programme committee, the participation council, or the academy participation council,
 - b board or societal activities which, in the opinion of the Executive Board, are also in the interest of BUAs or of the education attended by the student²,
 - c illness or pregnancy and childbirth,
 - d disability or chronic illness,
 - e special family circumstances³,
 - f an insufficiently practicable degree programme,
 - g other special circumstances determined by the Executive Board in which a student finds themselves. The BUAs Executive Board has identified top-class sports as a special circumstance.
 - h circumstances other than those referred to above which, if a request for financial support based thereon were not granted by the Executive Board, would result in extreme unfairness.

Article 3.2 Financial support in connection with a higher study load⁴

WHW 7.51a

The Executive Board will make provisions for the financial support of a student enrolled on a BUAs master's degree programme for which the Executive Board has set a higher study load (WHW article 7.5d, part a).

¹ In the case of board activities on the basis of WHW article 7.51k (e.g. membership of a national political youth organisation that undertakes activities relevant to higher education), reference is made to the ministerial regulation. These activities are not eligible for financial support from the Profiling Fund.

² This includes Community Team members.

³ This includes informal carers.

⁴ Financial assistance in connection with a higher study load is not applicable at BUAs.

Article 3.3 Financial support in connection with non-renewal of accreditation

WHW 7.51b

The Executive Board will make provisions for the financial support of a student enrolled at BUAs on a study programme that has been refused accreditation as an existing study programme (WHW article 7.15 first paragraph) or whose accreditation has been withdrawn (WHW articles 5.19 and 5.20), as a result of which the student is no longer entitled to student finance.

Article 3.4 Exemption from statutory tuition fee in connection with board position

WHW 7.47a

- 1 If a student is enrolled at BUAs, the Executive Board may, once and for the period of no more than one academic year, exempt this student from paying statutory tuition fees if the student:
 - a is a full-time member of a student organisation of a significant size (comparable to LSVb or ISO) with full legal capacity or is a full-time member of the participation council, or
 - b performs full-time board or societal activities which, in the opinion of the Executive Board⁵, are partly in the interest of BUAs or of education at BUAs.provided that during that period the student does not attend education or take examinations or exams at BUAs or another government-funded institute and the membership mentioned under a and the activities mentioned under b are not commercial in nature.
- 2 A request to this effect must be submitted in the period starting from three months before commencement and ending one month after the start of the board term.
- 3 The financial support will be laid down in an agreement. This agreement will in any case stipulate that the student/board member is entitled to the use of BUAs facilities during the tuition-fee-free board term but not to education.
- 4 An academic year, as mentioned in section 1, runs from 1 September up to and including 31 August of the next year.
- 5 The student must be enrolled at BUAs in the academic year preceding the academic year in which the statutory tuition fee is exempted.
- 6 The student is obliged to act in accordance with the internal BUAs regulations (including the Code of Conduct and the House Rules). Acting contrary to these regimes may have consequences for the financial support.
- 7 The financial support referred to in this article is also called a tuition-fee-free board term.

⁵ It concerns activities in full-time employment, for which the financial remuneration based on activities, as referred to in article 3.1 sections 2a and 2b, is inadequate.

Chapter 4 Conditions for Financial Support

This chapter describes the conditions the student must meet to be eligible for financial support.

If any of the circumstances (as mentioned in chapter 3) apply, it is necessary to also meet the conditions to qualify for financial support. Each circumstance has its own conditions.

Circumstances	Conditions
Article 3.1 Special circumstances	
- Student organisation board membership (article 3.1 section 2a)	Articles 4.1 and 4.4
- Participation council membership (article 3.1 section 2a)	Article 4.1
- Board/societal activities (article 3.1 section 2b)	Article 4.1
- Illness or pregnancy and childbirth (article 3.1 section 2c)	Article 4.1
- Disability or chronic illness (article 3.1 section 2d)	Articles 4.1 and 4.3
- Special family circumstances (article 3.1 section 2e)	Article 4.1
- Insufficiently practicable degree programme (article 3.1 section 2f) ...	Article 4.1
- Top-level sports (article 3.1 section 2g)	Articles 4.1 and 4.5
- Other special circumstances (article 3.1 section 2h)	Article 4.1 ⁶
Article 3.2 Higher study load.....	Article 4.1
Article 3.3 Non-renewal of accreditation	Article 4.1
Article 3.4 Tuition-fee-free board term.....	Article 3.4

The international student who does not meet the conditions mentioned in article 4.1 section 1 may be eligible for financial support if this student meets the conditions mentioned in article 4.2.

Article 4.1 General conditions for financial support

WHW 7.51c

- 1 A student is only eligible for financial support, as referred to in articles 3.1, 3.2 and 3.3, if:
 - a the student is enrolled on a study programme of Breda University of Applied Sciences for which this student has not yet been awarded a degree, *and*
 - b the student owes the statutory tuition fee for the study programme concerned, *and*
 - c the student is or has been entitled to a performance-related grant for higher education for that study programme, as referred to in the WSF 2000, *and*
 - d the student is actually studying.

- 2 A student who applies for financial support in connection with the special circumstance of *disability of chronic illness*, as referred to in article 3.1 section 2d, may apply for an extension of the performance-related grant instead of appealing to the Profiling Fund (article 4.3).^{7,8}

- 3 In addition to the conditions mentioned in section 1, a student who applies for financial support in connection with the special circumstance of *student organisation board membership, membership of a participation body, or board or societal activities or top-class sports*, as mentioned in article 3.1, sections 2a, 2b and 2g, must meet the following conditions:

⁶ In any case article 4.1

⁷ In the event of a delay due to a functional limitation, a student may appeal to either the Profiling Fund, or request an extension of the performance-related grant (letter from the Minister of OCW of 25 October 2018 to the Dutch Lower House, no.665)

⁸ The possibility of extending the performance-related grant only applies to a student receiving the performance-related grant.

- a the activity must be performed in the period during which the student is entitled to the performance-related grant;⁹
 - b the application must be submitted in the period from three months before commencement up to and including one month after commencement of the above-mentioned activities. If the form is received at a later time, and the financial support is awarded, payment will be adjusted accordingly in terms of number of months.
- 4 In addition to the conditions mentioned in section 1, a student who applies for financial support in connection with the special circumstance of *student organisation board membership*, as mentioned in article 3.1 section 2a, must meet the conditions as mentioned in article 4.4.
- 5 In addition to the conditions mentioned in section 1, a student who applies for financial support in connection with the special circumstance of *top-level sports*, as mentioned in article 3.1 section 2g, must meet the conditions as mentioned in article 4.5.
- 6 In addition to the conditions mentioned in section 1, a student who applies for financial support in connection with a higher study load, as mentioned in article 3.2¹⁰, must run out of student finance entitlements because of the higher study load.¹¹

Article 4.2 Conditions for financial support of international students

WHW 7.51d

- 1 An international student who does not meet all the conditions set out in article 4.1 section 1 may still qualify for financial assistance if:
- a the student is enrolled on a study programme of Breda University of Applied Sciences for which this student has not yet been awarded a degree, *and*
 - b the student neither belongs to one of the groups of persons referred to in article 2.2 of the WSF 2000 nor has the Surinamese nationality, *and*
 - c the student is still in the standard duration of the study programme, *and*
 - d either (1) the student is an EU student (not a Dutch national) and owes statutory tuition fees, but does not receive a performance-related grant, or (2) the student is a non-EU student and is enrolled on a first bachelor's or master's programme (or a comparable study programme), *and*
 - e the student is actually studying.
- 2 Article 4.1 sections 2 up to and including 6 also apply.

Article 4.3 Support for disability or chronic illness

If a student, as mentioned in article 4.1, is delayed in their studies due to a physical, sensory or other functional impairment, this student may appeal to the Profiling Fund or apply to DUO for a one-year [extension of the performance-related grant period](#).

⁹ This condition only applies to a student receiving the performance-related grant.

¹⁰ Financial assistance in connection with a higher study load is not applicable at BUAs.

¹¹ Students who are not (were not) entitled to the performance-related grant must substantiate why they need financial support for the extra months resulting from a higher study load.

Article 4.4 Extra conditions for special circumstances: student organisation board membership

- 1 If a student applies for financial support in connection with the special circumstance of *student organisation board membership*, as mentioned in article 3.1 section 2a, the following extra conditions will apply:
 - a The student organisation mentioned in article 3.1 section 2a contributes to the academic climate / academic progress. For this purpose, organisations will be considered that:
 - have full legal capacity;
 - according to their articles of association, focus on the students of BUAs or students in a broader sense;
 - are open to all students;
 - are registered with BUAs.
 - b Financial support is available for a maximum of 20 persons per academic year. A maximum of three persons per student organisation are eligible. Applications are processed in order of receipt.¹²
 - c The three persons referred to in section 1b are the chair, the secretary and the treasurer. However, the student organisation may decide that another board or committee member qualifies for financial support. In that case, the board decision must be attached to the application.
 - d The student is obliged to act in accordance with the internal BUAs regulations (including the Code of Conduct and the House Rules). Acting contrary to these regimes may have consequences for financial support.

- 2 The registration of the student organisation referred to in section 1a requires the organisation to submit the following documents:
 - The current extract from the Chamber of Commerce;
 - The current articles of association;
 - A description of the board's objectives for the academic year concerned;
 - An activity plan with budget for the academic year concerned.

Article 4.5 Extra conditions for special circumstances: top-level sports

Top-level sport are defined as the sports activities that are performed at national or international level (NOC*NSF selection status) with a time commitment of 10 to 15 hours per week on average, for at least six months.

¹² If the maximum number of awards has been reached in an academic year, no new applications will be considered. However, if possible, applications that have not yet been processed will be given priority in the following academic year.

Chapter 5 Application Procedure and Decision-Making

This chapter describes the steps in the procedure for applying for financial support. Some of the circumstances require a statement from the student counsellor (see article 5.1 sections 1 and 4). The student counsellor, in cooperation with the parties involved, will try to determine the (impending) study delay (see article 5.2). After that, the student may submit the application as described in article 5.3.

If no statement from the student counsellor is necessary, the application can be submitted immediately (see article 5.3).

Article 5.1 Reporting and possibly limiting further study delay

- 1 In the case of an existing or impending study delay due to special circumstances, as referred to in article 3.1 sections 2c up to and including h, it is necessary for this special circumstance to be reported to a student counsellor as soon as possible after this circumstance has occurred (or is likely to occur). The student counsellor can then be consulted about the measures to be taken to minimise the study delay. Guidance by the student counsellor during the period of payment from the Profiling Fund is also a requirement. Failure to report the special circumstance on time may mean that it is more difficult to provide the evidence that justifies financial support at a later application.
- 2 If the student, as a result of illness or special circumstances, is no longer able to make use of education, this student is advised to contact the student counsellor as soon as possible after this circumstance has occurred and, if possible, on the advice of this student counsellor, to terminate their enrolment as a student, thereby interrupting the use of student finance.
- 3 There must be responsible study behaviour on the part of the student concerned. This means that the student who is delayed must do or have done everything possible to minimise this delay. In addition to reporting to the student counsellor, the student is expected to maintain regular contact with the student counsellor for further study counselling, assistance with planning and to apply for special facilities.
- 4 Article 5.1 also applies to a student who wants to submit an application for financial support in connection with a higher study load (article 3.2)¹³ and non-renewal of accreditation (article 3.3).

Article 5.2 Establishing study delay

- 1 In the case of an existing or impending study delay due to special circumstances, as referred to in article 3.1 sections 2c up to and including h, the relationship between the special circumstance and the educational programme is taken into consideration when determining the extent of the study delay. This is done in consultation with the programme manager, mentor/study coach, and the student counsellor. The number of months of the study delay is included on the application form for financial support.
- 2 In the case of established continuing special circumstances, the student may apply to the committee for an extension of their financial support. To this end, a full application must be submitted again, referring to the previous application and award. This request must be accompanied by documentary evidence of the extra study delay and the advice of the student counsellor.
- 3 If a new special circumstance occurs that may also lead to (extra) study delay, the student will be required to discuss this with the student counsellor (in accordance with article 5.1) and if necessary, submit a new application for financial support.

¹³ Financial assistance in connection with a higher study load is not applicable at BUAs.

- 4 Article 5.2 also applies to a student who wants to submit an application for financial support in connection with a higher study load (article 3.2)¹⁴ and non-renewal of accreditation (article 3.3).

Article 5.3 Application to be considered for financial support

- 1 A student submits an application for financial support to the committee using the established [form](#).
- 2 The application form is signed by the student and contains at least the following information:
- a the student's last name, first name(s), address, student number, bank/giro number and citizen service number, as well as the name of the study programme on which the student is enrolled;
 - b the reason for the application (by indicating the relevant category);
 - c the information and documents requested by the committee. This information depends on the reason of the application, as mentioned in articles 3.1 up to and including 3.4 Appendix 2 contains an overview of the requested information that should be provided as a minimum.
- 3 If the advice of a student counsellor is requested, the student will ask the student counsellor for it. In the student counsellor's advice, the following information is included:
- a the date of notification by the student;
 - b a statement that the notification was made in a timely manner;
 - c if necessary: a statement from the academy director in relation to whether or not the application should be supported.
- 4 The request is compiled by the student in either the Dutch or the English language.
- 5 If the request is incomplete, the request will be returned to the student, with the request of completing the application within a period of four weeks.
- 6 If an application has not been submitted on time or is incomplete (and has also not been completed within the period stipulated in section 5), this application will be declared inadmissible and therefore not processed. The student will be informed of this in writing.

Article 5.4 Processing and decision-making

- 1 Following the application, the committee will send a recommendation to the Executive Board. The Executive Board will decide within six weeks of receiving the application from the committee, assuming the application is complete. A decision either grants or rejects the application
- 2 In emergency situations, the term mentioned in section 1 may be deviated from.
- 3 If further investigation is required to process the application, the term mentioned in section 1 may be extended by a maximum of two weeks. The student will be informed of this extension in writing.
- 4 The decision will be communicated to the student in writing, stating reasons. The decision will inform the student that, if desired, an objection may be lodged against the decision. The [objection](#) must be submitted to the Dispute Resolution Committee of BUAs in writing, stating reasons, within six weeks after the decision has been announced.

¹⁴ Financial assistance in connection with a higher study load is not applicable at BUAs.

Chapter 6 Duration and Amount of Financial Support

Article 6.1 Duration of financial support

- 1 In determining the duration of the financial support, the facts and circumstances that form the basis for awarding the support will be taken into account.
- 2 The determination of the duration will be explained in the decision.
- 3 The duration of the financial support is a maximum of one year,¹⁵ except in the circumstances mentioned in section 5.
- 4 In the case of financial support in connection with special circumstances, as mentioned in article 3.1 sections 2c up to and including f and h, the duration of financial support will initially not exceed six months, after which, at the student's request, this period may be extended by a maximum of the same period (also see article 5.2 section 2).
- 5 Excluded from the maximum one-year duration of financial support are applications in connection with the special circumstances of *student organisation board membership, membership of a participation body, or board or societal activities or top-level sports* (as mentioned in article 3.1 sections 2a, 2b and 2g). The duration of this financial support may be extended once after the first award by a maximum of one year.
- 6 Financial support based on the special circumstance of *student organisation board membership* will initially be granted for a period of six months. In the sixth month, an account of the hours actually spent must be submitted. If this justification meets the required standard, the following six months will also be paid.
- 7 The interim justification referred to in section 6 also applies to any extension of financial support.
- 8 If the financial support is based on the special circumstance of *membership of a participation body or board or societal activities* (as mentioned in article 3.1 sections 2a and 2b), the body, in which the students are active, is expected to have conclusive records and to monitor the students' actions/work.
- 9 The financial support will start in the month following the date on which the decision on the award was made. Article 4.1 section 3b also applies here.

Article 6.2 Amount of financial support

- 1 The financial support will not exceed the student grant that the student receives under the WSF 2000, or would have received if they had been or would have been entitled to receive it.

¹⁵ The duration of the financial support is:

- In the case of a master's degree with a higher study load (article 3.2): the period corresponding to the study load in excess of the applicable number of credits, as referred to in WHW article 7.5, first paragraph, part d.
- In the case of non-renewal of accreditation (article 3.3): the period (reasonably) remaining for the student to obtain their degree for the relevant programme.

- 2 In addition to the financial provisions referred to in chapter 3 of these regulations, a provision for financial support may be made which, together with the financial support pursuant to the provisions, exceeds that stated in section 1. This supplement is provided under the name: provision for additional support.
- 3 When determining the amount of financial support, the facts and circumstances that form the basis for awarding the support will be taken into account. In this process, sections 1 and 2 will be taken into account.
- 4 The determination of the amount will be explained in the decision.
- 5 The conditions, as mentioned in chapter 4, will also apply during the period of financial support.
- 6 The financial support is a conditional gift. For the conditions, see section 5 and sections 9 et seq.
- 7 Financial support will be provided in equal monthly instalments. An instalment will be paid out at the end of the month to which it relates.
- 8 Notwithstanding section 7, at the request of the student and on the advice of the student counsellor, graduation support may also be provided as a one-off payment.
- 9 If the student receives financial support due to the special circumstance of *top-level sports*, as mentioned in article 3.1 section 2g, the support may also be based on a statement of expenses incurred. In that case, the student must submit proof of the actual costs incurred before BUAs proceeds to reimbursement. However, the Executive Board may also decide to grant an advance payment. Verification of the legitimacy of the payment awarded will then take place afterwards. The student is obliged to submit proof of the actual costs incurred within two weeks after the activities have been completed. BUAs reserves the right to reclaim (part of) the financial support if the justification is insufficient or incomplete.
- 10 The student who receives financial support must make an actual effort to study and obtain the degree during the period in which this support is awarded. In the interim, this commitment must be demonstrated during an interview with a student counsellor. The interim proof of commitment to a student counsellor does not apply if the application does not have to be accompanied by a statement from a student counsellor.
- 11 If the academic progress achieved, as mentioned in section 10, is insufficient, the student counsellor will report this to the committee as well as recommend the discontinuation and/or possible recovery of the financial support.
- 12 If the student to whom financial assistance has been awarded does not comply or no longer complies with the conditions as set out in chapter 4, this student must report this to the committee as soon as possible. The committee will ensure that the payment of the financial support stops. BUAs retains the right to reclaim (part of) the financial support if it appears that the payment concerned a period in which the student was not entitled to it.

Chapter 7 Concluding Provisions

Article 7.1 Hardship clause

In special circumstances, the Executive Board may deviate from the provisions in these regulations. In cases like this, advice will always be sought from the committee.

The deviation will be based on the Executive Board's opinion that the rejection of a request under these regulations or the application of provisions in these regulations would lead to extreme unfairness.

Article 7.2 Repayment

If the student, who has received financial support, has not met the conditions as stipulated in these regulations, the financial support awarded will be converted into an interest-bearing loan. In that case, the financial support must be repaid in monthly instalments of at least €100. Repayment will be made by direct debit, commencing at the end of the first full month after the Executive Board has established that the conditions referred to have not been met. In deviation from the above, another repayment arrangement may be agreed in consultation with the student.

Article 7.3 Adoption and entry into force

- 1 The Profiling Fund Regulations are drafted by the committee.
- 2 The Profiling Fund Regulations are adopted by the Executive Board after the participation council has been asked for consent.
- 3 These regulations entered into force on 1 September 2023 and are published on the portal and the BUas website.

Appendix 1 Information and documents to accompany the application

In this appendix, a distinction is made between:

- An application which has to be accompanied by a statement from a student counsellor (appendix 1A)
- An application which does not have to be accompanied by a statement from a student counsellor (appendix 1B)

Appendix 1A An application which has to be accompanied by a statement from a student counsellor¹⁶

In addition to what is mentioned in article 5.3 section 3, the student counsellor's statement will also include, if applicable, the following:

- Relationship between special circumstance and study delay. The student counsellor bases this on (and is in possession of) a statement from a medical expert showing during which period the circumstances occurred.
- The actual study delay incurred due to the special circumstance, in relation to the educational programme.
- The expected duration of studies until graduation.

In addition the student counsellor's statement, the following information/documents is/are required	Special circumstances						Higher study load Article 3.2 ¹	Non-renewal of accreditation Article 3.3
	Illness or pregnancy and childbirth Article 3.1 section 2c	Disability or chronic illness Article 3.1 section 2d	Special family circumstances Article 3.1 section 2e	Insufficiently practicable study programme Article 3.1 section 2f	Top-level sports Article 3.1 section 2g	Other circumstances Article 3.1 section 1h		
Written evidence showing special family circumstances	-	-	X	-	-	-	-	-
If it was possible to interrupt the performance-related grant, proof of request for interim termination of this grant	-	X	X	-	-	if applicable	-	-
Justification as to why the programme is structured in such a way that the exam is not passable within the performance-related grant period	-	-	-	X	-	-	-	-
A final message from DUO about the student finance received	X	X	X	X	X	X	X	X
An overview of academic results obtained	X	X	X	X	X	X	X	X
Explanation of the way in which the top-level sports activities are undertaken ²	-	-	-	-	X	-	-	-
Explanation of the difference between the duration of the performance-related grant and the extra months in connection with higher study load ³	-	-	-	-	-	-	X	-

¹Financial assistance in connection with a higher study load is not applicable at BUAs.

²For each sporting activity, demonstrate by means of written supporting documents and statements (training schedules drawn up by the training or coach, league rosters, etc.) that top-level sport is practised

³The international student who is not (or was not) entitled to the performance-related grant must demonstrate that he needs financial support for the extra months resulting from an increased study load

¹⁶ The application must be accompanied by at least the documents indicated in the overview. See the application [form](#) for the most recent overview.

Appendix 1B An application which does not have to be accompanied by a statement from a student counsellor¹⁷

Information/documents required	Special circumstances			Tuition-fee-free board term <i>Article 3.4</i>
	Board of student organisation <i>Article 3.1 section 2a</i>	Participation council <i>Article 3.1 section 2a</i>	Board or societal activities <i>Article 3.1 section 2b</i>	
A final message from DUO about the student finance received	X	-	X	X
An overview of academic results obtained	X	-	X	X
Explanation of board activities	X	-	X	X
Time sheet estimating the board activities ¹ to be carried out and the corresponding effort required in clock hours	X	-	X	-
Statement of in what ways reimbursement / payment for board activities has already taken place in the form of credits / exemptions / financial reimbursement	X	-	X	-
A statement from the student that the activities were undertaken in the period during which the student is/was entitled to the performance-related grant ²	X	X	X	-
Information about the student organisation: ³ - Current extract from Chamber of Commerce - Current articles of association - Description of the board's objectives for the academic year concerned - Activity plan with budget for the academic year concerned	X	-	-	-

¹Taking part in association/club activities and/or attending association/club evenings is not considered a board activity

²The international student who is not (or was not) entitled to the performance-related grant must demonstrate that if he were entitled to this grant, the activity for which financial support is requested will take place during this period

³Only to be submitted if not already submitted with an application from another board member of this student organisation for the same academic year

¹⁷ The application must be accompanied by at least the documents indicated in the overview. See the application [form](#) for the most recent overview.



Games



Leisure & Events



Tourism



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Hotel



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Built Environment



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