



Implementing Regulations concerning Student Allowances under Stichting Steunfonds NHTV

(Student Support Foundation) NHTV
2014-2017



Implementing Regulations concerning Student Allowances under Stichting Steunfonds NHTV

Adopted by the board of the SSF on 26 August 2014

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CHAPTER I. OBJECTIVE, SCOPE, LIMITATIONS

Article 1. Definitions

The following definitions are applicable in these Implementing Regulations:

- a. *the foundation*: Stichting Steunfonds NHTV (Student Support Foundation henceforth: SSF);
- b. *the regulations*: Implementing Regulations concerning Student Allowances under Stichting Steunfonds NHTV;
- c. *NHTV*: Breda University of Applied Sciences;
- d. *board*: the board of SSF, being the competent governing body;
- e. *allocation committee*: preparatory and advisory committee of the board, in conformity with article 9 of the SSF regulations;
- f. *student association*: independent legal body, registered with the Register of Associations, Societies and Foundations of the Chamber of Commerce in Breda;
- g. *group of students*: non-organised groups of at least 5 students, members of a student association or not;
- h. *student*: Dutch or foreign student enrolled at NHTV;
- i. *employee organisation*: Board of Governors, directors and employees of NHTV;
- j. *student allowance*: financial allowance to a group determined and granted by the board, financial allowance to the employee organisation, or individual financial allowance of a non-education related nature; (apart from government funding)
- k. *social fund*: fund, determined annually by the board, from which, under certain conditions, allowances (gifts, interest-free loans) are granted for the benefit of individual insolvent students;
- l. *specific provision*: a similar allowance which can be applied for from another authority, institution or implementation body.

Article 2. Objective

The aim SSF has set itself, in conformity with its regulations, is to make financial allowances available to (groups of) students, who organise activities of a non-educational nature and which promote the welfare of as many as possible students and spread the name of NHTV in such a manner, that excellent PR value is created with regard to name familiarity and the quality of the study programmes delivered at NHTV Breda.

Article 3. Scope of the regulations

The regulations are restricted to applications submitted by student associations, all (groups of) students, enrolled at NHTV Breda, and applications submitted by the employee organisation of NHTV.

Article 4. Limitations

1. After receiving a written application, the board grants allowances to (groups of) students, insofar as the available means permit.
2. The content of the activity must be relevant to the policy of NHTV; all requests that fit in with this policy (internationalisation, knowledge development, PR for NHTV, organising workshops, debates, or other educational and cultural activities, etc.) will be handled with priority.
3. The board only grants an allowance, if it is demonstrably impossible to appeal to other specific provisions.
4. The board only grants allowances after a written, substantiated application has been submitted in time and in conformity with the requirements of article 6.
5. Under no circumstances will personal allowances be granted.

6. Allowances for parties can only be awarded if the party is part of events or activities that are relevant to the both SSF and NHTV policy objectives.
7. These regulations do not provide periodic lump-sum allowances, which are accounted for afterwards.
8. These regulations do not provide for fixed allowances to support the management organisation of a student association.
9. The allowance amount may be influenced if requests are submitted to SSF by target groups other than those specified in article 3.

Article 5. Types of allowances

In conformity with article 2, the following types of allowances may be granted:

1. allowances to existing student associations;
2. allowances to groups of students of NHTV, organised or otherwise;
3. allowances for non-educational activities or investments, in conformity with the objective of these regulations, requested by the employee organisation of NHTV;
4. allowances to individual students, under certain conditions, on the grounds of the Social Fund in conformity with chapter III of these regulations.

CHAPTER II. APPLICATION PROCEDURE, OBLIGATION TO PROVIDE INFORMATION, GRANTING, ACCOUNTABILITY, RECLAMATION

Article 6. Application procedure, testing criteria

1. An application for an allowance is submitted as soon as possible, though at least 6 weeks prior to the activity or investment concerned, to the board of SSF and complies with the following criteria:
 - a. It concerns a non-educational activity or investment;
 - b. The application consists of an accompanying letter, signed by the student association, the group of students or representatives of the employee organisation of NHTV, and a cost/revenue estimate (in accordance with the standard SSF format);
 - c. At least two-thirds of the estimated costs are borne by the applicant(s) of the activity to be organised;
 - d. The activities or investment to be undertaken are for the benefit of all NHTV students, and/or at least for the benefit of a large number of students of a certain academy/department of NHTV.
2. An application in conformity with article 5, paragraph 4 (Social Fund) is supported by reasons and is submitted, on behalf of the student concerned, to the board of SSF by the student counsellor concerned. In this case, the student counsellor is the contact person for SSF, but also the advisor/coach of the student concerned. Article 11 is similarly applicable.

Article 7. Obligation to provide information

1. The applicant of an allowance is under the obligation to provide all information which the allocation committee or the board deems necessary in order to be able to carefully consider the application.
2. Incomplete, late or unsubstantiated applications will not be taken into consideration.
3. The allocation committee or the board may invite the applicant to attend a meeting of one of aforementioned bodies for the purpose of giving a more detailed explanation.

Article 8. Granting

1. The allocation committee assesses the applications and subsequently issues advice to the board.
2. If the board decides to grant the requested allowance (either fully or partially), and/or decides not to grant the requested allowance, the applicant / contact person will be informed in writing of this decision and of the grounds upon which it is based.
3. If the activity has not taken place yet and/or a complete estimate is not yet available, a maximum of 75 % of the granted allowance will be paid as an advance.
4. When the full costs and revenues of the activity have been identified (the applicant has to submit a brief report to this effect after the activity has taken place), the remaining 25 % will be paid. Payment of these remaining 25 % will only be effected, if this is demonstrably necessary in order to cover all costs.
5. Any costs that still have to be settled after the remaining 25 % have been granted, will not be borne by SSF.

Article 9. Reclamation

1. If it turns out after the activity or investment that allowances have been granted on invalid grounds or based on inaccurate information, the board may decide to reclaim the granted allowance, either fully or partially.

CHAPTER III. SOCIAL FUND

Article 10. Assessment criteria

An individual student may appeal to the Social Fund, if:

1. it concerns unforeseen, non-culpable circumstances, which have brought the student in acute financial distress, in addition to his/her regular expenses;
2. the student is sufficiently committed and motivated, in the opinion of the student counsellors, to pursue the study programme and the student's academic achievements are sufficient to good, so that the student is likely to complete the study programme successfully;
3. the student cannot appeal to any other specific provisions, such as *Bijzondere Bijstand op grond van de Wet Werk en Bijstand* (supplementary benefit on the grounds of the Dutch Employment and Benefit Act) and/or benefits from the local social services or other schemes/arrangements;
4. The financial emergency situation cannot be solved via other regular channels, such as study grant, study loan, graduation funds, an appeal to friends or relatives, or a bank loan;
5. the student would be forced to discontinue his/her studies, his/her studies would be seriously delayed, or the student would be unable to follow certain curriculum components, as a result of the circumstances mentioned in this article.
6. the requested financial support is of a limited nature / runs to a maximum of € 2,500;
7. it is possible to effectively solve the acute financial emergency situation within a reasonably short period of time;
8. there is sufficient guarantee, on the grounds of the student's overall financial situation, including the allowance from the Social Fund, that the allowance granted will be repaid in a number of reasonable instalments to be determined by the board of SSF.

Article 11. Spending purposes of Social Fund allowances

1. the student who has been granted an allowance on the grounds of article 9, is only permitted to use this allowance to settle the costs of:
 - a. tuition fee;
 - b. textbooks;
 - c. excursions in the interest of the study programme;
 - d. a work placement to be performed abroad, in the interest of the study programme;
2. Any allowances for the purpose of the cost of living, such as room rent, food articles and personal care will not be granted.

Article 12. Application and granting procedure

1. An application for an allowance from the Social Fund is to be submitted via the student counsellor of the NHTV academy/department concerned.
2. The student is to submit a written substantiated request for an allowance by means of the "*aanvraagformulier sociaal fonds*", available from the student counsellor of the academy/department concerned. Required attachments to this form are an explanation of the cause of the acute financial emergency situation, the costs for which the allowance is requested, pieces of evidence in order to be able to assess the sum of the allowance, and the period for which the allowance is requested.
3. Article 7 (Obligation to provide information) remains in full force with regard to paragraph 2 of this article.
4. The student counsellors give advice with regard to the necessity and the sum of the requested allowance by means of the "*adviesformulier sociaal fonds*". Before doing so, the student counsellors consult with the student's tutor or with the coordinator of the study programme. *Adviesformulieren sociaal fonds* are available from the student counsellors.
5. The substantiated application, the required forms, and all relevant and required documents, are to be addressed to the board of SSF and submitted to the Financial Administration Office.
6. The board of SSF will make a decision, with statement of reasons, regarding the application as soon as possible. In its decision, the following is stated: the sum of the allowance, the purpose for which it is intended, and – if applicable – a repayment arrangement. If the decision is negative, it will be explained in detail.
7. For the sake of speed and efficiency, the chairperson may decide to grant the requested allowance, outside the regular meetings/channels, after consultation with the other external members of the board.
8. If the decision is positive, the student counsellor / the student will be informed in writing, in which the student is summoned to sign a contract concerning the loan, interest-free advance payment or donation at the Secretarial Office of the Board of Governors.
9. The Financial Administration Office files the documents and keeps records on allowances granted, checks whether repayment arrangements are adhered to and informs the treasurer of the board of SSF about the progress of allowances granted and about the student's obligations.

Article 13. Form, duration and sum of allowance granted

1. The board of SSF may decide to grant a donation, if there are no prospects, in the near future, of an improvement of the financial situation and if it is not realistic to impose any further academic performance requirements on the student.

2. If academic performance requirements can be imposed on the student, and there are no prospects, in the near future, of an improvement of the financial situation, the board may decide to grant a conditional, interest-free loan.
3. The conditional loan may be converted into a donation, provided that academic performance requirements are met, at the discretion of the board. The desired performance can be made dependent on the student's individual situation.
4. The board may decide to grant an interest-free advance payment, if there are prospects, in the near future, of an improvement of the financial situation or if the requested allowance is meant as a bridging loan to remedy the student's financial situation within a set term.
5. In determining the amount of an allowance on the grounds of this article, the student's financial capacity is taken into account. Article 7 remains in full force.
6. The allowance granted, in whatever form, is in effect until the month in which the student graduates, and/or the student deregisters from NHTV.
7. In determining the sum of an allowance, the board of SSF uses the budget standards of the *Wet Studiefinanciering* (Dutch Study Grant Act) as a guideline.

Article 14. Repayment requirements

1. If a repayment obligation has been imposed, the student will repay the allowance granted in set instalments, as specified in the contract concerning the loan/advance payment.
2. The allowance will only be granted if the student has declared him/herself in agreement with the repayment arrangement in advance and has signed the contract concerning the loan/advance payment to this end.
3. The total amount of the allowance granted (loan or advance payment) has to be repaid in the month preceding to the student's graduation.
4. If the student deregisters from NHTV prematurely, the entire outstanding debt becomes immediately due. The student will be notified of this in writing, in which a term for repayment is specified.
5. If the student fails to adhere to the repayment arrangement agreed-upon, the entire outstanding debt becomes immediately due. The student will be reminded in writing once to meet his/her payment obligations.
6. In the event of non-culpable failure to meet the repayment obligation, the student will contact the student counsellor of his/her academy/department immediately. The student counsellor will give interim advice to the board of SSF.
7. In conformity with the previous paragraph, the board of SSF makes a decision with regard to the situation arisen. This decision may entail remission of outstanding debt, and/or a revision of the contract concerning the loan/advance payment, in which new stipulations with regard to the repayment obligations are specified.
8. If the student deceases, the outstanding debt will be remitted.

Article 15. Termination, reclamation in the case of fraud or abuse

1. The board of SSF will reclaim the allowance granted under the Social Fund, if investigations show that the allowance was granted on the basis of misleading or false information.
2. The student counsellor of the student concerned is responsible for reporting and issuing advice with regard to what is stated in the first paragraph. If necessary, the student counsellor orally explains the situation arisen in an SSF board meeting.
3. If fraud is discovered in a current allowance arrangement, it will be terminated with immediate effect.

CHAPTER IV. OTHER STIPULATIONS

Article 16. Objections

1. Appeals/objections can be filed to the Appeals Board of NHTV against all allowances refused by the board of SSF, as stated in article 5 of these regulations.
2. A well-reasoned notice of objection, as referred to in the first paragraph of this article, has to be filed in writing to the Appeals Board of NHTV within 6 weeks after the date the decision was sent to the person concerned.
3. The Appeals Board will make a decision with regard to the notice of objection as soon as possible and will inform the person concerned, together with statement of reasons.

Article 17. Reporting, progress monitoring, filing

NHTV's Financial Administration Office keeps full records of all current applications, allowances granted, and contracts concerning donations, advance payments and loans. The progress of these records and all complications that occur will be raised at every SSF board meeting.

Article 18. Unforeseen situations

In the event of any circumstances that are not covered by these regulations, the board of SSF will decide.

Article 19. Hardship clause

The board of SSF is entitled to deviate from these regulations in individual cases, if a strict adherence will result in an unfair outcome for the individual concerned and/or for the NHTV organisational unit concerned.

Article 20. Entering into effect

These regulations entered into force on 1 September 2014 and replace the Implementing Regulations Concerning Student Allowances under the SSF of May 2010. The regulations are published via the usual channels within NHTV.

Article 21. Citing

These regulations can be cited as:

“IMPLEMENTING REGULATIONS STUDENT ALLOWANCES UNDER STICHTING STEUNFONDS NHTV 2014-2017”

Thus adopted by the board of Stichting Steunfonds NHTV in its board meeting on 26 August 2014.

The chair,

Ms J.K.E de Bruijn-Oskam