

# Regulations regarding the allocation of financial aid from the hardship fund of Studentenwerk Leipzig

## Preamble

The hardship fund provides funds from semester fees and state grants for hardship assistance.

The hardship fund of Studentenwerk Leipzig provides unbureaucratic and prompt support to students who find themselves in social emergencies through no fault of their own, thus enabling them to continue their studies or preventing them from dropping out of university.

## § 1 General principles

- (1) Support is granted on application within the limits of available funds.
- (2) There shall be no legal entitlement to financial assistance from the hardship fund.
- (3) As a rule, financial aid from the hardship fund can only be claimed once during studies.
- (4) The social counselor who processes the application together with another social counselor makes the decision on the form and amount of payment. In the event of uncertainties and questions of doubt, the head of social counseling or the head of the Social Services department will be consulted.

## § 2 Requirements

- (1) All students of Leipzig universities for which Studentenwerk Leipzig is responsible and who have paid the semester contribution in accordance with Art. 1 of the regulations on the semester contribution may apply.
- (2) A social emergency is available if financial need cannot be relieved or averted in any other way. That applies in particular, for example, to students who are temporarily unable to cover their study expenses, living, health insurance, semester contribution, or sickness expenses from their own funds.
- (3) An emergency through no fault of one's own is available if the applicant can prove that he/she did not get into the financially demanding situation through his/her own fault. The applicant must provide suitable evidence in this regard when submitting the application.

## § 3 Application and approval procedure

- (1) The application must be submitted digitally to the social counseling service of Studentenwerk Leipzig using the application platform provided by Studentenwerk Leipzig.

- (2) Before submitting the application, the social counselor in charge must be consulted personally (not by e-mail) on the individual emergency in order to check the requirements for the application.
- (3) All required documents must be included with the application via the application platform. Proof of enrollment and the identity of the applicant must be provided. The additional documents to be submitted are noted on the application platform.
- (4) Incomplete applications will not be processed.
- (5) Deliberately false or misleading data will result in the rejection of the application and/or claim for the return of the paid amount and to cancellation of the approval.
- (6) The form and amount of financial aid will be decided in the individual case.
- (7) The decision will be documented on the application platform.
- (8) The applicant will be informed about the decision by e-mail after the decision was made by the social counseling service.
- (9) The social counseling service may request evidence of the appropriate use of the funds.
- (10) The confidentiality of personal data and the privacy policy shall be observed strictly through all processing steps (application/counseling/payment/documentation).

#### § 4 Form of grant and repayment

- (1) Financial aid is primarily granted as an interest-free loan without a guarantee. In well-founded exceptional cases, the grant may be awarded as a non-repayable subsidy. The reasons shall be documented in each case.
- (2) Payment will be made by Studentenwerk Leipzig to the account specified in the application or, in justified exceptional cases, in cash at the main cash desk of Studentenwerk Leipzig. The reasons shall be documented in each case.
- (3) When the aid is paid as loan, a loan agreement shall be concluded including specific repayment stipulations.
- (4) In general, repayment must be made within three months of receiving the loan. In exceptional cases, the social counseling service may make individual arrangements, involving the head of the social counseling service or the head of the social services department.
- (5) If the loan cannot be repaid, the social counseling service may convert a loan into a grant or redefine or modify the payment modalities upon written informal request by the student and after consultation with the head of the social counseling service or

the head of the social services department. Prerequisite for such decision shall be another personal consultation of the applicant and the social counselor.

## § 5 Coming into effect

These regulations regarding the allocation of financial aid from the hardship fund of Studentenwerk Leipzig were adopted by the Administrative Board on February 11, 2025, and come into force on the day after the resolution. At the same time, the Regulations regarding the allocation of financial aid from the hardship fund of Studentenwerk Leipzig dated March 1, 2023, shall cease to apply. If any provision of these regulations becomes invalid, this shall not affect the validity of the remaining provisions

Leipzig, February 11, 2025

The Administrative Board of Studentenwerk Leipzig