

Regulations regarding the granting of financial aids from the hardship fund of Studentenwerk Leipzig

Preamble

The hardship fund provides financial aids from semester contributions for emergency support. The hardship fund by Studentenwerk Leipzig supports students, who are in financial emergencies through no fault of their own, quickly and non-bureaucratically, thus enabling them to continue studying and preventing them from dropping out of university.

§ 1 Basic principles

- (1) The support is granted on application within the limits of available funds.
- (2) There shall be no legal entitlement to financial aids from the hardship fund.
- (3) As a rule, financial aids from the hardship fund can be claimed only once during studies.
- (4) The social committee of Studentenwerk Leipzig makes the decision on the type and amount of payment.

§ 2 Requirements

- (1) Students of universities and academies in Leipzig, for which Studentenwerk Leipzig is responsible, who have paid the semester contribution pursuant to § 1 of the regulations on the semester contribution, may file an application.
- (2) A social emergency is available, if the financial need cannot be relieved or averted in any other way. This applies in particular to students who temporarily cannot pay e.g. 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 applying person can satisfactorily show that he/she did not cause the financial emergency through his/her own fault. The applicant shall provide suitable evidence in this regard with the application.

§ 3 Application and approval procedure

- (1) The application must be filed on the application form personally at the social counseling office of Studentenwerk Leipzig. In general, the social counselor in charge must be consulted with regard to the individual emergency prior to the application.
- (2) The application including the necessary documents must be submitted to the social counseling office. Evidence of enrolment must be established. The application form specifies the documents to be submitted.
- (3) Incomplete applications will not be processed.
- (4) Deliberately false or misleading data lead to rejection of the application and/or claim for the return of the paid amount and to cancellation of the approval.
- (5) The social committee decides on the type and amount of financial aids in the individual case.
- (6) The decision is documented on the application.
- (7) The applicant will be informed about the decision verbally or in writing after the meeting of the social committee.
- (8) The social committee may request evidence of the appropriate use of the funds.

- (9) The confidentiality of personal data and the privacy policy shall be observed strictly through all processing steps (application/counseling/payment/documentation).

§ 4 Payment and repayment

- (1) The financial aid is granted predominantly as interest-free loan without guarantee. In well-founded exceptions, the financial aid may be granted as allowance. The reasons shall be documented respectively.
- (2) Studentenwerk Leipzig pays the amount to the account as specified on the application or in justified exceptions in cash at the main cashier of Studentenwerk. The reasons shall be documented respectively.
- (3) When the aid is paid as loan, a loan agreement shall be concluded including specific repayment stipulations.
- (4) In general, repayment within three months shall be agreed. In exceptions, the social committee may make individual arrangements, involving the consulting member.
- (5) In case of non-terminability, the social committee, after hearing the consulting member, may resolve to re-specify the payment modalities or modify a loan into an allowance on written informal request by the student. Prerequisite for such decision is another personal consultation of the applicant and the social counselor.

§ 5 Coming into effect

These regulations regarding the granting of financial aids from the hardship fund of Studentenwerk Leipzig come into effect on May 27, 2016. At the same time, article 1 (social committee) of the regulations regarding the granting of financial aids pursuant to the regulations on the semester contribution dated February 15, 1999 and October 31, 2014 ceases to be valid. If one of the stipulations in the regulations becomes invalid, this shall not affect the validity of the remaining stipulations.