

Funding Guidelines

Social Fund of the hmdw

1. GENERAL REQUIREMENTS

- 1) The prerequisite for receiving financial assistance from the *Student Union of the University of Music and Performing Arts Vienna* (hereinafter referred to as *hmdw*) is a **valid membership in the Austrian Students' Union (ÖH)** (ÖH contribution paid) as well as enrollment as a **regular** or **extraordinary** student at the University of Music and Performing Arts. Additionally, the student must be in a **precarious situation**, as defined by these guidelines. The student must not receive sufficient support from other sources for the requested funding.
- 2) There is no legal entitlement to funding from the hmdw.

2. PRECARIOUS SITUATION

- 1) A precarious situation, as defined by these guidelines, exists if monthly living expenses exceed or nearly exceed monthly income.
Additionally, a sudden financial emergency situation, which cannot be covered by personal savings without negatively impacting the course of studies, is also considered a precarious situation.
For those who must show a certain sum in their account for essential expenses (e.g., residence permit, deposit), this should be noted accordingly on the application form.
- 2) Income refers to all funds that flow into the household of the applicant, and possibly their partner or children. This includes, for example, income from employment, various allowances and scholarships, maintenance payments, as well as financial contributions from relatives.
- 3) The following expenses may be deducted as monthly expenditures:
 - a. Actual housing costs
 - b. Living expenses (e.g. food, clothing, medications, co-payments for therapy)
 - c. Necessary study-related expenses, including non-refundable study fees
 - d. Necessary instrument-related costs (strings, reeds, oil, cork, etc.)
 - e. Telephone, internet, broadcasting and TV fees
 - f. Insurance(s) (e.g., household insurance)
 - g. Childcare (excluding tuition fees for private schools)
 - h. Necessary travel costs to the place of study (e.g. public transportation ticket).

- 4) Also, unexpectedly occurring one-time expenses can be stated if they are essential and can be documented with appropriate receipts (e.g. instrument repair, visa, surgery, deposit).
- 5) The loss of an income source may also be considered a relevant factor.

3. APPLICATION

- 1) All necessary documents must be submitted together with the application form to the Social Department of the hmdw. This can be done either digitally or by submitting the complete application during office hours at the hmdw office. Only complete applications will be processed.
- 2) The application, which must include the name, address, and student registration number, should be accompanied by (in the form of copies):
 - a. Photo ID (e.g. driver's license, passport)
 - b. Current study record/study confirmation
 - c. **Bank statements** from the last **three** months with the account balance (**NOT transaction records**)
 - d. Receipts for expenses/income not visible on the bank statement (e.g. lease agreement if rent is paid in cash)
 - e. Additional documentation of financial hardship (invoices, proof of arrears, etc.)
 - f. If applicable, residence card
 - g. If applicable, children's birth certificates
 - h. If applicable, additional reasons for financial burden (e.g., alimony agreements, victim ID card, disability pass)
 - i. If applicable, written consent for the disclosure of personal data (e.g., for parents' bank statements, illness of a family member, etc.)
- 3) No financial support from the hmdw or any other Austrian student union or the ÖH Federal Representation may have been received in the last six months (Exception: Child Fund).

4. PROCEDURE

- 1) The decision on an application will be made in agreement between the Social Officer, Chairperson and Financial Officer, and will be communicated to the applicant in writing.
- 2) Support obtained through false information or other illegal means must be repaid.
- 3) The responsibility for ensuring that applications are processed in compliance with these guidelines lies with the Student Union at the University of Music and Performing Arts (hmdw).

5. AMOUNT OF SUPPORT

- 1) The amount of support granted during the academic year depends on the available budget for the Social Fund and the severity of the precarious situation. The maximum amount of funding is €800.
- 2) In exceptional cases of severe financial hardship, higher amounts may be approved, provided they are positively voted on in a meeting of the University Representation.