

**THIS FORM IS NOT AN APPLICATION FOR A STUDY GRANT!**

**BRIEF APPLICATION STUDENT FINANCE  
ACADEMIC YEAR 2021-2022**

**1. Motivation**

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**I submit this application for:** *(indicate one or more in the list below)*

Tuition fee reduction

Advance payment of study grant

Loan for sustainable study material

Long-term loan

Grant for sustainable study material

Grant for studies/internship abroad

Grant for psychosocial counselling

**Motivation (*mandatory*):**



Number of persons in higher education on 31 December 2021:

Number of persons with disabilities in the family (+66%) on 31 December 2021: ...

## 7. To be filled in only if you are applying for a psychosocial counselling grant

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If you are living with your parent(s): Are your parents aware of the counselling?      Yes      No

Which health insurance fund are you registered with?

Name and address of the therapist:

Price per consultation: €

How much can you pay per consultation (€10 minimum) €

Number of consultations held with this therapist:

## 8. Documents to be added

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**Always scan the following documents and add them to your application (via mail of USB stick):**

**Decision letter** Department of Scholarships and study grants academic year 2021-2022

**OR**

If there is no decision yet:

A copy of the **tax return** of the income of 2019 (the tax year 2020) of the person providing for the student ([www.myminfin.be](http://www.myminfin.be)),

A proof of the amount of the **alimony fee of 2019** (or 2021), if the parents are divorced,

A proof of **income of 2021** (certificates of employers, services or institutions) if this income is lower than the income of the year 2019,

Een **certificate of family composition** (<https://www.vlaanderen.be/attest-van-gezinssamenstelling>).

### **Additional documents to be scanned:**

o      Proof of all costs made: copy of invoice or receipt, e-mail or account

### **HOW TO SUBMIT THIS APPLICATION?**

- Sign manually or digitally: save the document  
    open it in Acrobat Reader to sign via card reader, ID card + pin code  
    or sign via [www.docusign.com](http://www.docusign.com)
- Send the form in 1 PDF, together with the annexes to the stuvo officer of your course.
- Do not forget to send your supporting documents.

### **TO WHICH ACCOUNT IS THIS ALLOWANCE PAID?**

The allowance, if approved, will be paid on the account number you gave when you registered. You can check this account number on Dinar > My digital secretariat > My personal data > Extra.

If this is not the correct account number you can have it changed by sending an e-mail to [studentenadministratie@artevelddehs.be](mailto:studentenadministratie@artevelddehs.be) and your Student support staff member in cc, before submitting your application. If not, the account number known by Arteveldehogeschool will be used for payment.

The beneficiary agrees to the following:

- The Office of Student Support is to be notified without delay of any other financial compensation for the above-mentioned studies. In this case, the Office of Student Support may immediately suspend the grant and reclaim any amounts paid;
- Every incompleteness in the statements or any false information may result in the termination of the payments and reclaiming of the grant;
- Regular attendance of the lessons and taking exams during the above-stated academic year; if the beneficiary fails to meet this condition, he/she is to inform the Office of Student Support without delay and payment of the grant ceases immediately;
  - In case of deregistration before 1 December 2021: *50% of the grant is reclaimed;*
  - In case of deregistration between 1 December 2021 and 15 March 2022: *25% of the grant is reclaimed;*
- If the grant is awarded for a foreign internship and this is ended prematurely, then the Office of Student Support will reclaim part of the grant;
- To notify the Office of Student Support of any address change

Date:

Signature of student

All the information you provide us will be treated as strictly confidential. It is only used to verify if you are eligible for student finance. You have the right to review all data collected by us and, if necessary, to have it corrected (Belgian law of 8 December 1992 on Processing of Personal Data). To do this you can send a letter to the head of department of student services, Hoogpoort 15, 9000 Gent. After graduation or discontinuation of your studies, all data will be removed.

The employees of student services are bound to professional secrecy. Students who apply for the services of this department agree with the shared professional secrecy of the employees of student services concerning internal consultation about student financing, psychological counselling and referral.