



# PLEASE READ BEFORE FILLING OUT THE APPLICATION

If you are married, please fill out the partner formular which can be found on <https://htu.at/service/förderungen> .

Do you meet the following requirements?

- Social Need :
  - Expenses are higher than income (limits of the expenses and the income need to be regarded)
  - Emergency situation:  
The situation of the student can be improved by the use of the Härtefonds, for example purchasing medicine, funeral costs or outstanding claims
- Student has to be a „ordentliche/r Studierende/r“ at the TU Wien:
  - He/she has to be enrolled at the time when he/she applies, but he/she is not allowed to exceed the doubled minimum study time, so the limits are
    - Bachelor studies: 12 semester
    - Master Studies: 8 Semester
  - The student has accomplished 8 semester week hours or 16 ECTS in the past 365 days counted back from the date of bringing in the application
    - In the case you're writing on your diploma, we need the confirmation of your advisor about the progress of your work
    - In the case you are doing your doctor we need also a confirmation of your advisor about the progress of your work

If you meet the requirements, then please

1. Fill out the application formular
2. Make copies of the required documents which can be found on <https://htu.at/service/förderungen>
3. Come with the filled application and the copied documents in of the Härtefonds Sprechstunden which can be found on <https://htu.at/sozial>
  - a. Your application will be discussed with one of the employees of the HTU Sozialreferat, take about 20 minutes for this

**Our calculation is based on what you give us. The more information you give us the more precise we can do the calculation. There is no advantage for you to keep back information from us, hence it will be a negative influence on your application that can even cause a rejection of your application.**

Kind regards,  
the Sozialreferat Team.

**Application**

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Given Name

Last Name

E-Mail

.....  
Address

Phone Number

.....  
Nationality

Birth day

.....  
Student number

Branch of study /  
index number of this study branch

.....  
Family status

- Long-term relationship
- married
- divorced

- unmarried
- Living separately
- Widowed

Children

- no     yes :

Name and birthday Name and birthday: .....

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Who of them live at your place? .....

.....  
How many semesters are you registered in your recent studies? .....

Did you change your study branch since beginning your studies?  no  yes

.....  
If true give us your former study branch and the date when you changed it



**Monthly expenses of the household**

0 Rent (including running costs):..... 0 Energy costs: .....

0 Household insurance:..... 0 Tv and internet,mobile phone: .....

0 Health insurance: ..... 0 Costs related to your studies: .....

0 Cost of living:: ..... 0 Travel costs: .....

0 Child care: ..... 0 other: .....

0 One-time payments (like medicine, court costs etc.: )

.....

Studying fees:  Normal study fees  
 Doubled study fees

**Expenses per month in total: .....**

**Information about your flat:**

Any rent     Lodger     Dormitory     Sharing with other person/s     Property

Size (in m<sup>2</sup>) ..... How many persons live in the household in total? .....

**Why do you need the Härtefonds? Please as detailed as possible, it will be included when evaluating your application.**

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Please note all bank accounts and credit cards you possess (Bank name, bank account number, bank code

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In case of a positive result, please transfer my money to this bank account (Bank name ,bank account, bank code):

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I confirm by my signature the correctness of the information. In particular, I confirm that I do not receive any undisclosed income. Furthermore, I certify by my signature that I do not hold any accounts other than those stated above.

I confirm by my signature that I acknowledge that all my data, as well as all documents made available to the social department, can be viewed and processed by all employees of the Sozialreferat.

With my signature, I agree that data about me can be obtained from any secondary sources.

I have taken note of the enclosed data protection declaration.

If you have provided information on your state of health in the application, we may only process this data with your express consent. You can revoke this consent at any time by sending an e-mail to haertefonds@htu.at . Please note, however, that in this case the information cannot be used to assess your eligibility for funding.

I agree that the HTU Vienna processes my health data (data on my state of health) stated in this application for the purpose of processing the application.

If the application contains information on the health status of third parties, a declaration of consent must be obtained from those concerned. The form can be found at [htu.at/service/förderungen](http://htu.at/service/förderungen).

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Date

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Signature