

Guidelines for the „Härtefonds“ of the TU Wien

1. Principles

The Härtefonds is supporting students in financially bad situation. One requirement is that they have no possibility to request financial aid at other social institutes. The Härtefonds is paid out at most 2 times. In exceptional cases where the situation is really urgent a third time can be granted. In any case, the waiting period between the applications must be at least 1 year.

What is the Härtefonds?

- A one-time support for students in financially bad situations (e.g.: in situations of strong financial burdens, which prevent to keep on going the study, financing a funeral etc.)

2. Requirements to apply for the Härtefonds

- Emergency situation:
The situation of the student can be improved by use of the Härtefonds, for example purchasing medicine, funeral costs or outstanding claims
- Expenses are higher than income (limits of the expenses and the income need to be regarded)
- 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

Regard the limits for your income:

- Rent (including running costs) + energy costs: 350€ rent (including running costs) + 50€ energy costs
 - If you have a child:
 - First child: +100€ rent and + 25€ energy costs
 - For every further child: +50€ rent and +15€ energy costs
- Rent dormitory (including internet etc. and running costs): 350€
- Phone costs, internet, tv costs, household insurance: 50€
- Health insurance : 59,57€ (updated January 2019),
 - Is depended on the recent index of self-insurance for students which can be found on <https://www.wgkk.at>
- Daily expenses (food, clothing, hygienic articles ...): 300 € + 100 € per child
- Travel costs, semester ticket: 75€ (updated January 2019)
 - Is depended on the recent index of the semester ticket which can be found on <https://www.wienerlinien.at>

- Expenses with regard to your studies: 50€ blanket, if you have higher expenses bring us bills of your purchases so we can take them in to calculation
- Study fees, if not refunded

Conditions that (may) lead to a negative result:

- If some of expenses are exceeding the limits significantly, your application might be rejected.
- If you are pausing your studies (for example because of an injury) you are not allowed to apply for a Härtefonds.
- A condition that may lead to a negative result:
 - Student is living at the parents place, student is living with a person/persons who are responsible for his livelihood, student is living in insitutions where a basic income is paid
- If you receive Studienbeihilfe that may also be a reason why your application gets rejected, for more information please turn to the Härtefonds Sprechstunden which can be found on <https://htu.at/Sozial> .

3. Application

1. You have to fill out the formula for the Härtefonds, which can be downloaded on <https://htu.at/service/förderungen> .
 - a. The applicant has to explain his/her situation as detailed as possible. „Why am I in this situation? What changed in my life so that I need the Härtefonds?“
 - b. You need to explain your income and your expenses for creating a balance sheet, for more detailed information take a look at the application formula and the checklist on <https://htu.at/service/förderungen> .
 - c. If you are married, the income of your partner will also be included in to the calculation. Please fill out the partner form, which can be found on <https://htu.at/service/förderungen> .
2. Furthermore you have to bring all the copies of the documents that are required for an application. A checklist can be found on <https://htu.at/service/förderungen> .
 - a. We need all the required documents on the checklist, otherwise your application might be rejected automatically (ONLY PDF's please).
3. Come with the filled out application and your copies of the documents in one of the Härtefonds-Sprechstunden. Those can be found on <https://htu.at/sozial> . Please take yourself about 20 minutes for bringing in the application, so we can check your documents and you can describe your situation personally.
 - a. If a required document is missing here, we will tell you and you have the possibility to bring it or to send it later

Please regard the deadlines for bringing in an application:

- Wintersemester: last working day before the 15.1
- Sommersemester: last working day before 15.6

There will be a Sprechstunde of the Härtefonds on this day.

If you need the money to pay your study fees, make sure you bring in the application as soon as possible!

Please take a close look at the Checklist of the documents that are required to apply for a Härtefonds at the HTU Wien. You can find the checklist on <https://htu.at/service/förderungen>.

General rule: We need to know about every income, expense, debt, claim, contract, asset you have so that we can create a balance sheet. The more information you give us, the more exact we can do the calculation for you.

If the applicant give false information, this is a reason for an automatic rejection of the Härtefonds.

Your income/expenses and the explanation of your situation will be included in the decision of your result.

Your information will be processed by employees of the Sozialreferat of the HTU Wien and your data will be treated confidentially.

4. Distribution mode

There are four payment dates a year. 2 of them in the Wintersemester and 2 of them in the Sommersemester. If you need the money to pay your study fees, make sure that you hand in your application as soon as possible.

Your application will be processed by employees of the Sozialreferat of the HTU Wien.

Your application will be further discussed in a committee which consists of a member of the chairmanship of the university representation, one member of the Sozialreferat, one member of the department for foreign students, and one member which is appointed from the TU.

The committee's decision is based on the underlying facts the applicant has given to the Sozialreferat. Depending on your information (like representation of your case etc.), the committee is allowed to make decision which differ slightly from the actual guidelines.

The maximum output sum counts up to 1500 € per applicant. The calculation is solely based on the information (account information, debts, labour contracts and so on) which the applicant provides. The sum is paid out at once.

Sometimes the applicant needs to provide more information for a fair decision-making process. In this case, the applicant will be informed right in time so that he can show up to the commission where he will be asked to explain his/her case further. If the applicant is not able to come, there will be another date where the application can be discussed. In case of being absent at this date without telling the employees of the Sozialreferat the application will be automatically rejected.

If the application is positive, a further application can only brought in 365 days later after the former application. An earlier application is only possible in highly critical cases.

The applicants will be informed about the results via email.

If the result is negative, you can apply as soon as you want, without waiting any period of time.

If the result is positive, the applicant has the chance within 3 days to accept or decline the result.

In the case the applicant accepts the result, the sum will be paid out to the applicant all at once. If declined, the applicant gets no payment but he/she has the possibility to bring in a further application at any point of time they want to.

If the applicant doesn't reply at all, the money will be paid out anyways and the applicant has to wait 365 days to apply again.

All your information is being treated confidentially by the employees of the Sozialreferat of the HTU Wien.

There is no legal claim on the result of the Härtefonds, the guidelines come into effect on the July 1st, 2019.

5. Questions

If you have any questions turn to haertefonds@htu.at and you will get in contact with one of our employees of the Sozialreferat. More information you can get on <https://htu.at/sozial>.