

Student Support Regulation

Vrije Universiteit Amsterdam

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Attachments

Appendix 1: Implementing Regulation, which includes:

A. Statement of Allocation of the Student Support Regulation.

Appendix 2: Overview of recognized student organizations [see VU website].

USR consent: May 23, 2024

Decision Executive Board: June 18, 2024

GENERAL PART

Articles 7.51 through 7.51i of the Higher Education and Scientific Research Act (WHW) contain rules pertaining financial assistance for students who are delayed in their studies due to a circumstance referred to in these regulations. The Executive Board has adopted the following regulations with respect to the granting of the financial provision under this statutory regulation, with the consent of the student participation council of the Vrije Universiteit Amsterdam (hereinafter: VU).

Article 1 Definitions

1. In these regulations, the following definitions shall apply:
 - a. **Basic grant period:** the duration of the nominal duration of the bachelor and master programs together. The period starts when the student first receives Student Finance for higher education, see WSF 2000;
 - b. **Student Organization Recognition Committee:** the committee that determines which student organizations or parties are entitled to financial assistance under this regulation;
 - c. **CROHO:** Central Register of Higher Education Programs;
 - d. **Recognized student organization:** organization that meets the requirements of Part IV of the regulations;
 - e. **Financial assistance:** reimbursement from VU's Student Support Regulation;
 - f. **Report:** the first contact with the academic advisor about the special circumstance in the particular academic year;
 - g. **Nominal duration of study:** the duration of the program according to the CROHO or the WHW 2008 Implementation Decree;
 - h. **Program:** an undergraduate or graduate program for which you pay tuition at the VU;
 - i. **SOZ:** Office of Student and Educational Affairs;
 - j. **UvA:** University of Amsterdam;
 - k. **WHW:** the Higher Education and Scientific Research Act.

Other terms used in these regulations shall have the meanings assigned to them in the law, if they are used in any acts.

Article 2 Conditions applicable to students entitled to Student Finance from DUO

Financial assistance is provided to a student who, due to circumstances, as defined in this regulation, is delayed in studying during the basic grant period while the student is enrolled at the VU as a full-time or dual student in a program for which the student has not yet taken the final examination, but has paid tuition fees.

Article 3 Conditions applicable to students who are not entitled to Student Finance from DUO

1. A student pursuing a bachelor's program shall only be eligible for the financial assistance referred to in article 2 if the student pays tuition fees for the program in question and no more than four years have elapsed since the time of first enrollment in a bachelor's program at the VU.
2. A student taking a one-year master's program shall only be eligible for the financial assistance referred to in the first paragraph if the student pays tuition fees for the program in question and no more than two years have elapsed since the time of first enrollment in a master's program at the VU.
3. A student enrolled in a two-year master's program shall only be eligible for financial assistance as referred to in the first paragraph if the student pays tuition fees for the program in question and no more than three years have elapsed since the time of first enrollment in a master's program at the VU.

4. A student enrolled in a three-year master's program shall only be eligible for financial assistance as referred to in the first paragraph if the student pays tuition fees for the program in question and no more than four years have elapsed since the time of first enrollment in a master's program at the VU.

Article 4 UvA student

When a budget is granted to a student organization recognized by both the VU and the UvA, the provisions of article 2 shall not apply to the board member of that association who is enrolled full-time at the UvA and has paid tuition fees at the UvA.

Article 5 Incomplete applications

If the request for determination of study delay and/or granting of the provision is incomplete, the applicant will be given a reasonable time to complete the request. If the request is not completed within this period, it will not be considered. The applicant will be notified accordingly. As long as the deadline for submission has not yet expired, a new request may be submitted.

Article 6 Extent of study delay

1. For the entire period that the student is enrolled at the VU, the duration of support under Parts I and II together shall not exceed half of the basic grant period. The number of months determined in this way is equal to the number of units to be allocated, as referred to in the appendix Statement of Allocation of the Student Support Regulation.
2. A student is eligible for financial assistance if the student is enrolled for the entire duration of the program that they are studying. This condition may be waived under circumstances to be assessed by the Executive Board. Financial assistance will then be awarded pro rata.
3. If an applicant holds a position referred to in Part III for only part of the academic year, the award will be reduced proportionately.
4. Study delays of less than one month, or 5 EC, are not eligible for financial assistance.
5. If the applicant has obtained 60 EC per academic year during the basic grant period, regardless of the number of courses the student is taking simultaneously, there is no study delay according to this regulation.

Article 7 Concurrence of circumstances

If, within the same period, there is a concurrence of circumstances in Parts I and II of this regulation, each of which is a separate reason to grant financial assistance, then it will be determined which ground has led to the greatest study delay.

Article 8 Transfer of authority

The Executive Board authorizes the Director of SOZ to make decisions under these regulations, with the exception of decisions taken on objections.

Article 9 Hardship clause

In circumstances other than those specified in these regulations, the Executive Board may arrange facilities in order to prevent significant unfairness of any nature.

Article 10 Effective date, official title

1. This regulation takes effect from September 1, 2024.

2. Reports of study delay to the academic advisor that have not yet been made using the 'registration study delay' form before September 1, 2024, shall count as reports within the meaning of these regulations.
3. The regulations may be cited as the Student Support Regulation.

Article 11 Evaluation

This regulation shall be reviewed periodically.

PART I Financial assistance on grounds of force majeure

The General Section shall apply unless explicitly waived in this section.

Article 1 Applicability

1. Force majeure means the following special circumstances:
 - a. Illness;
 - b. Pregnancy and childbirth;
 - c. Special family circumstances;
 - d. A disability or chronic illness;
 - e. Circumstances other than those mentioned in Parts I and II which, if not taken into account, result in an unfairness of predominance.
2. A student must report study delay due to force majeure during the basic grant period.

Article 2 Pregnancy and childbirth

1. A student who is or has been pregnant during her studies shall be eligible for financial assistance subject to the provisions of this section of these regulations.
2. The pregnancy or childbirth is confirmed in writing by a physician or midwife or demonstrated by an excerpt from the municipality's birth register.
3. The duration of the study delay is set at four months.

Article 3 Reporting to the academic advisor and limiting study delay

1. In case of study delay due to force majeure, the student must report to the academic advisor of the degree program in which they are enrolled (and in which the study completion is delayed) as soon as possible, but in any case within three months, in order to agree on measures to be taken to limit the study completion delay as much as possible. Reporting to another employee of the university will not create a claim.
2. If the student notifies at a later date, they will not be eligible for assistance for study delay that occurred earlier than three months prior to the reporting of the special circumstances unless the late report cannot be blamed on the student.
3. Even in the case of a special circumstance of a long-term nature (such as a chronic condition), annual reporting of the study delay to the academic advisor is required. The notification can then be made by e-mail.
4. The student who incurs study delay and therefore wishes to be eligible for financial assistance undertakes to make effective use of the assistance offered by the University to reduce study delay. The assistance may include, for example, advice from an academic advisor, taking recommended courses or a study plan drawn up in consultation with an academic advisor, assistance with planning or the provision of special facilities.

Article 4 Annual recording of study delay

1. The student submits, together with the academic advisor, the "registration study delay" form by December 1 in the academic year following the academic year in which the study delay was reported.
2. In the case of special circumstances of a long-term nature, it is necessary to submit this form annually.
3. Upon receipt of the "registration of study delay" form completed by the student together with the academic advisor, the student counsellor will register the study delay for the respective year.

Article 5 Determination of study delay

1. The amount of financial assistance is based on the duration of the study delay actually incurred as a result of force majeure during the basic grant period. The delay incurred due to special circumstances cannot exceed the number of credits that could be obtained according to the education and examination program (laid down in the Education and Examination Regulations) belonging to the nominal course duration of the program(s).
2. The duration of the study delay is determined after the last year of the basic grant period. Based on the number of credits to be nominally earned and the credits actually earned, the number of months of study delay caused by the special circumstances is calculated.
3. The student will receive an invitation for an interview with the student counsellor for determination of the study delay incurred. The student may also schedule this appointment on their own initiative.
4. Discussion with the student counsellor will determine the most favorable arrangement(s) for the student. More information follows in Article 6 of this section of the regulations.
5. At the end of the basic grant period, the period of annual recording of study delay is concluded and the student counsellor records the total study delay.

Article 6 The performance grant provision with DUO or Student Support Regulation

1. In case of study delay due to circumstances mentioned in article 1 of this section, the student may, in certain cases and after consultation with the student counsellor, submit a request for extension of the performance-related grant provision to DUO. Extension of the performance-related grant from DUO is the underlying provision if there is a delay due to circumstances as mentioned in article 1 of this part of the regulations.
2. The student who receives an extension of the performance grant provision from DUO due to study delay, cannot receive financial assistance from the Student Support Regulation for that period.
3. The extension of the performance grant by DUO is twelve months. If a student has been granted an extension of the performance grant provision in a particular academic year and again incurs study delay in subsequent academic years due to special circumstances, the student is only eligible again for financial assistance from the Student Support Regulation if the total study delay eligible for support exceeds the twelve months covered by the performance grant provision.

Article 7 Procedure

The procedure regarding special circumstances is as follows:

- a. Reporting (expected) study delay circumstances or the delay itself to the academic advisor within three months. Further guidance, as mentioned in article 3 paragraph 4 of this part of the regulation, is also provided by the academic advisor. If necessary, the academic advisor forwards the student to the student counsellor for determination of the study delay and for the application provision by DUO.
- b. The student submits an appointment request to the student counsellor no later than December 1 in the year following the end of the basic grant period to determine the extent of the study delay and to apply for financial assistance with the assistance of the student counsellor.

Article 8 Processing and decision

1. The director of SOZ will, on behalf of the Executive Board, decide on the request for financial assistance within eight weeks of receipt.
2. The student counsellor advises the director of SOZ on the extent of the study delay. The extent of financial assistance is related to the actual study delay incurred due to the special circumstances.

3. The decision shall be communicated to the applicant in writing, with a (brief) statement. The decision includes:
 - a. The granting of the facility, or;
 - b. the rejection of the application.
4. Against a decision, or the failure to make a decision within eight weeks after submitting a complete request for financial assistance, the student may submit an objection to the Executive Board in accordance with the objection procedure established by the Executive Board. The objection period is six weeks.
5. Against decisions of the Executive Board on the objection, the student may appeal to the Council of State, upon payment of court fees. The appeal period is six weeks.

PART II Assistance in specific situations

The General Section shall apply unless specifically waived in this section.

Article 1 Applicability

1. This part of the regulation applies to:
 - a. Students pursuing an insufficiently feasible degree program;
 - b. students attending a CROHO-registered program that is not fully financed by the government;
 - c. students who, in addition to their studies, are participating in high-level competitive sports or who have been identified as having high-level cultural talent;
 - d. students who, in addition to their studies, hold board positions within a VU-supported musical society.
2. In case of study delay due to the circumstances mentioned in the first paragraph, the student must report to the academic advisor of the degree program in which they are enrolled (and in which the study completion is delayed) as soon as possible, but in any case within three months, in order to agree on measures to be taken to limit the study completion delay as much as possible. Reporting to another employee of the university will not create a claim.
3. The student submits an appointment request to the student counsellor no later than December 1 in the year following the end of the basic grant period to determine the extent of the study delay and to apply for financial assistance with the assistance of the student counsellor.

Article 2 An "insufficiently feasible" degree program

1. An "insufficiently feasible" degree program refers to study delay caused by the inability of the program to offer subsequent education beyond the student's control and the student's inability to terminate his enrollment early. A student experiencing study delay due to an "insufficiently feasible" degree program may report this study delay circumstance to the academic advisor.
2. A student who wishes to be considered for financial assistance under these regulations on the grounds of an "insufficiently feasible" degree program shall apply to the faculty board through the intervention of an academic advisor. The faculty board shall provide the student with a statement, which shall at least state the number of months and/or EC's of study delay of the student.
3. Documents which need to be supplied:
 - a. a statement from the faculty board, through the academic advisor, showing the length of the study delay and;
 - b. a plan of study approved by the academic advisor and;
 - c. own explanation student and;
 - d. summary of credits earned.

Article 3 Waiting period Master of Medicine

Notwithstanding article 2 of this Part, a student in the Master of Medicine program may not claim financial assistance under Part II of the regulations.

Article 4 Master's program exceeding 60 EC (unfunded part)

1. Students who are taking a CROHO-registered Master's program whose course load has been found by the institution to exceed 60 EC, while receiving no or no full government funding for it, may file a report of a study delay circumstance to the academic advisor.
2. A student wishing to appeal to this ground of provision should apply to the faculty board through the academic advisor of their program. This must be done within three months after the start of the second

academic year. The faculty board shall provide the student with a statement showing the actual study load of the program.

Article 5 Conditions for determining study delay for talented students

1. A student who has been recognized by the VU Facilities Committee as a top athlete or top cultural talent and who is experiencing study delay as a result of activities directly related to said performance, may file a report of a study delay circumstance to the academic advisor.
2. A student, as referred to in paragraph 1, shall report to the academic advisor of their program as soon as possible, but in any case within three months of the occurrence of the study delay circumstance. If the student reports at a later date, they will not be eligible for assistance for study delay that occurred earlier than three months prior to the report of the special circumstances unless the late notification cannot be blamed on the student. Reporting to another employee of the university does not create an entitlement.

Article 6 Conditions for determining study delay of board member(s) of a VU-supported musical society

1. A student who incurs a study delay due to their contribution to a VU-supported music society, can apply for financial assistance. The duration of the study delay is set at a maximum of four months.
2. Contrary to what is stated in the General Section, a student who invokes this article is entitled to the financial assistance in the year following the end of their employment with the musical society as a board member. The student must submit an application for the financial assistance to the Director of SOZ between September 1 and October 31, regardless of the beginning and end of the board term customary within the organization.
3. The student shall submit the following documents with the request for payment:
 - a. appointment as board member (credentials);
 - b. own explanation of the course of study delay.

Article 7 Procedure

The procedure regarding the circumstances referred to in Part II Student Support Regulation with the exception of articles 4 and 6 of this section shall be as follows:

- a. The student needs to report the (expected) study delay within three months to the academic advisor. Further guidance is also provided by the academic advisor. The academic advisor forwards the student to the student counsellor for determination of the extent of the delay.
- b. The student submits an appointment request to the student counsellor before December 1 in the year following the end of the basic grant period to determine the extent of the study delay and to apply for financial assistance with the assistance of the student counsellor.

Article 8 Processing and decision

1. The director of SOZ will, on behalf of the Executive Board, decide on the request for financial assistance within eight weeks of receipt.
2. The student counsellor advises the director of SOZ on the extent of the study delay. The extent of financial assistance is related to the actual study delay incurred due to the special circumstances.
3. The decision shall be communicated to the applicant in writing, with a (brief) statement. The decision includes:
 - a. The granting of the facility, or;
 - b. the rejection of the application.
4. Against a decision, or the failure to make a decision within eight weeks after submitting a complete request for financial assistance, the student may submit an objection to the Executive Board in accordance with the objection procedure established by the Executive Board. The objection period is six weeks.

5. Against decisions of the Executive Board on the objection, the student may appeal to the Council of State, upon payment of court fees. The appeal period is six weeks.

PART III Administrative Grants Institutional Bodies

The General Section shall apply unless specifically waived in this section.

Article 1 Applicability

1. Condition for financial assistance under this part of the regulation is the capacity of
 - a. member of representative council at university or faculty level;
 - b. member of a program committee (OLC);
 - c. auditor of a faculty board (FB).
2. The student who invokes this part of the regulation is presumed to have experienced study delay as a result of their work for the University. The General Provision that study delay must be demonstrated in order to grant financial assistance will be abolished.

Administrative Grant Institutional Bodies

Article 2 Eligibility, conditions for the Administrative Grant Institutional Bodies

A person who possesses the capacity mentioned in article 1 of this part of the regulation is entitled to a board scholarship if the other conditions in this part of the regulation (insofar as they apply) are also met.

Article 3 Scope of the Administrative Grant Institutional Bodies

1. The amount of the Administrative Grant for Institutional Bodies is expressed in units. One unit consists of the amount mentioned in the appendix Statement of Allocation of the Student Support Regulation.
2. For serving a full academic year, the size of the Administrative Grant for Institutional Bodies to be awarded will be the number of units, listed in the appendix Statement of Allocation of the Student Support Regulation. If participation has not taken place for the full academic year, the size of the number of units will be adjusted proportionately.

Attendance fees

Article 4 Terms and Conditions of attendance fees

1. The student to whom article 1 paragraph A applies, is entitled to payment of attendance fees. The right to payment of attendance fees arises if the student member has attended at least 80% of the number of meetings and 80% of the duration of the meeting. This should be evident from the minutes. Only the meetings from the annual schedule of the respective body are counted. If the student member has met these requirements, the maximum amount will be paid.
 - a. Members of the OLC must have attended 100% of the meetings for the amount to be awarded.
2. The student to whom article 1 paragraph C applies, shall be entitled to payment of attendance fees if the faculty board has decided that the auditor has performed satisfactorily in accordance with the mutually made arrangements.
3. A meeting referred to in paragraph 1, shall exist if:
 - a. It concerns a meeting of a board member with the full University Student Council (USR), Faculty Student Council (FSR) or Joint Assembly (GV). A note is made in the minutes of the member who enters the meeting after it has begun or leaves it before the end of the meeting;

- b. it concerns a formal meeting of the full USR or GV, of which the Secretary takes minutes. A note shall be made in the minutes of the member who enters the meeting after it has begun or who leaves before the end of the meeting.
- 4. If in an agenda discussion between
 - a. a member of the Executive Board and the USR, or the GV,
 - b. a member of the FB and the FSR, or the GV,
 jointly decided on an extra meeting, then no entitlement to a supplement to the attendance fees arises. However, if the number of extra meetings exceeds the number of meetings listed in the annual schedule of the relevant body by 25% or more, the student members shall be granted a supplement to the attendance fee. This additional attendance fee is equal to the amount granted per regular meeting to the student member who attended all meetings of the relevant body.

Procedure

Article 5 Application

1. An application for an Administrative Grant for Institutional Bodies must be submitted no later than the deadlines mentioned in paragraphs 2 and 3 of this article using the form established for this purpose. The same deadline also applies if the administrative year is not the same as the academic year.
2. This application must be accompanied by at least the following documents:
 - a. At start of term: Administrative Grant Institutional Bodies USR
 1. A member of the USR submits their information by form no later than September 30 so that the Grant can be paid in five installments;
 2. the credential, confirming their election.
 - b. After the end of the academic year: Administrative Grant Institutional Bodies and attendance fees
 1. No later than October 31, the student member submits the form for the request for payment of the Grant (does not apply to USR members) and attendance fees.
 2. The student member also submits their credential or appointment letter. This applies to FSR members, auditor of the FB, student members of program management and members of OLC (i.e. not USR members).
3. The Registrar or Secretary or the Chair of the FB shall provide the Student Organization Recognition Committee with an overview of the number of meetings of the relevant body and in how many of these meetings the applicant participated. It may be sufficient for the Registrar or Secretary to prepare one document for all members of the relevant body collectively.
 - c. After completion of academic year: Grant auditor FB
 1. By October 31, the auditor shall submit the Administrative Grant Institutional Bodies application form.
 2. The auditor shall submit their letter of appointment.
 3. The FB declares (briefly) to the Student Organization Recognition Committee whether the auditor has performed satisfactorily. This is related to their attendance at FB meetings and their input.

Article 6 Payment of board scholarship

The Administrative Grant for Institutional Bodies is paid in the form of a lump sum at the end of the board year (except for the USSR). Payment must be made no later than the end of December of that year.

Article 7 Process and decision

1. The director of SOZ will, on behalf of the Executive Board, decide on the request for financial assistance within eight weeks of receipt.
2. The decision shall be communicated to the applicant in writing, with a (brief) statement. The decision includes:
 - a. The granting of the facility, or;
 - b. the rejection of the application.
3. Against a decision, or the failure to make a decision within eight weeks after submitting a complete request for financial assistance, the student may submit an objection to the Executive Board in accordance with the objection procedure established by the Executive Board. The objection period is six weeks.
4. Against decisions of the Executive Board on the objection, the student may appeal to the Council of State, upon payment of court fees. The appeal period is six weeks.

Part IV Administrative Grants Recognized Student Organizations

The General Section shall apply unless specifically waived in this section.

Article 1 Applicability

1. Recognized student organizations receive an Administrative Grant.
2. The Executive Board designates which organizations are recognized student organizations based on the criteria mentioned in articles 2, 3 and 4 of this part of the regulation. This designation is also referred to as "recognition".
3. For each recognized student organization, the Executive Board sets the assigned units for each board.
4. Recognized student organizations are listed in the Recognized Student Organizations Appendix.
5. The person to whom an Administrative Grant is awarded from the board budget pursuant to article 5 of this part of the regulations is presumed to have experienced study delay, as a result of their activities. The General Provision that study delay must be demonstrated in order to grant financial assistance will be abolished.

Recognition of student organizations

Article 2 Formalities for the recognition of organizations and the revision of the number of units

1. Reasoned requests for recognition or revision of the number of units granted per board shall be submitted to the Executive Board by e-mail. Retroactive recognition and modification is not possible.
2. The Executive Board determines the number of units of financial assistance in the form of a board budget for each organization in accordance with the classification in the appendix Statement of Allocation of the Student Support Regulation.
3. The granting is valid for the period the organization is recognized until the review referred to in paragraph 6 of this article.
4. A request for recognition or review of the number of units granted per board will be considered if all conditions in this article and in article 3 of this part of the regulation are met. Associations are also subject to the conditions listed in article 4.
5. A request for recognition may be submitted to the Executive Board annually before May 1. Recognition is effective the following September 1 until the date of the comprehensive review referred to in paragraph 6 of this article.
6. Each recognized student organization shall be reassessed once every three years, unless application of paragraph 8 of this article has been made. In that case, the reassessment shall take place three years after the review.
7. The Executive Board decides on a request for recognition within eight weeks after May 1.
8. The request for revision may be submitted no more than once per academic year before May 1. If a request results in a revision of the Administrative Grant to be allocated, the amendment will be effective the following September 1. Once the change is in effect, but no later than October 31 of that calendar year, an organization may submit a request for payment of the changed budget for the previous academic year.
9. The Student Organizations Recognition Committee advises the Executive Board on decisions to be taken based on this section. The Student Organization Recognition Committee consists of at least one student counsellor, one student member and one VU employee with a focus on student organizations. The student member is not a sitting member in the USR, FSR or OLC. Also, the

student member is not an auditor of the FB and/or a board member in a student organization. Committee members are appointed by the director of SOZ.

Article 3 Requirements for recognition student organizations

1. The request for recognition, shall be reasoned and shall include at least the following information:
 - a. The name and address of the organization and of the contact person;
 - b. Proof that the organization was established at least one year prior to the application with a notarized deed;
 - c. the notarized bylaws;
 - d. an extract from the Chamber of Commerce, showing that the organization's registered office is Amsterdam and who the board members are at the time the request is submitted;
 - e. an activity plan, showing at least how the organization's objective will be pursued;
 - f. an explanation, showing how the organization differs from other organizations recognized in the previous academic year.
2. Conditions which an organization must meet:
 - a. the organization is a legal person with full legal capacity, governed by students, for the benefit of students who are studying at the VU and have paid tuition fees there, and aimed at the development of its members. The activities of the organization have a clear relationship to the Amsterdam student world;
 - b. the organization is in principle accessible to every student of the VU, or if the nature of the organization so dictates, to every student of the VU who is part of, or has sympathy for a minority and said organization is aimed at emancipation of that minority. Emancipation is then part of the objectives of the organization, as evidenced by the bylaws;
 - c. the organization does not engage in predominantly market-oriented activities;
 - d. the organization is not an offshoot of a recognized organization, within which activities are carried out for that recognized organization;
 - e. if the organization is a member association of the AKvV (Amsterdam Chamber of Associations) that has a Introductory Time (kmt), the additional condition is that it has signed and complies with the Amsterdam Chamber of Associations Code of Conduct for Promotion and Introductory Time. The board of the association will be held liable for this, even if within any disputes the Code of Conduct has been violated.
3. Recognition is not possible if bylaws, writings or activities show that the Dutch legal order is not respected. If a recognized organization appears not to respect the Dutch legal order, recognition may be withdrawn.

Article 4 Supplementary conditions for an association

1. In addition to the conditions listed in articles 1, 2 and 3, the following additional conditions apply to the recognition of associations:
 - a. A substantiated statement of the number of members enrolled at the VU as of January 1 of the academic year in which the association submitted the request for recognition. Only those members count who have paid their membership fee as of January 1 of that same academic year are taken into account. The statement of the number of members that an association has on January 1 is checked by the student administration. This check is leading.

- b. an association has at least 75 paying members who study at VU and have paid tuition at VU;
- c. the association has a minimum membership fee of €5 per academic year;
- d. an interim review of the number of units allocated is possible only if the association's board demonstrates that the number of members has grown to 10% above the minimum number of members required to receive a larger Administrative Grant, as shown in the appendix Statement of Allocation of the Student Support Regulation.

Administrative Grant

Article 5 Eligibility, conditions Administrative Grant

From the allocated board budget, the organization's board will award an Administrative Grant to the person who meets the following conditions:

- a. who holds a board position within the student organization;
- b. that board member is enrolled in the administrative year as a full-time student in a program at VU;
- c. notwithstanding subsection b, a board member of an organization recognized by both the VU and the UvA is eligible for allocation from the Administrative Grant if the student meets the requirements under A and is enrolled as a full-time student in a program at the UvA;
- d. notwithstanding what is mentioned in subparagraphs a, b and c, an Administrative Grant of nine units shall be paid to the AKvV board.

Article 6 Request for disbursement of Administrative Grant

1. The board of a recognized student organization must submit a request for disbursement of the Administrative Grant between September 1 and October 31, regardless of the beginning and end of the board term customary within the organization.
2. The board of a recognized student organization shall submit the following documents when requesting payment of the board grant:
 - a. name and bank account number of the organization,
 - b. an extract from the Chamber of Commerce, showing the composition of the board,
 - c. annual report and financial statements: this provides at least information on the use of the budget, the number of members and the membership fees,
 - d. in the case of a mixed association (VU-UvA) proof that a board member studying at the UvA has paid tuition at the UvA in the relevant academic year.
3. If the request for payment is incomplete, the board of the recognized student organization will be given a reasonable period of time to complete the request. If the request is not completed within this time, it will not be considered. The applicant will be notified of this fact. As long as the deadline for submitting a request has not expired, the board may submit a new request.

Article 7 Improper use of the Administrative Grant

1. If funds have been spent by the board of the recognized student organization in violation of these regulations, the Executive Board shall decide to reduce the budget of the student organization in question for the following academic year by at least the amount not properly spent.
2. Funds from the Administrative Grant may not be held as reserves. Funds not used in the academic year will be deducted from the next allocation.

3. If the provisions of the Code of Conduct for Promotional and Introductory Periods, as referred to in Article 3, paragraph 2(e), are not complied with, the Executive Board may decide not to pay out the Administrative Grant, or part of it, or, if it has already been paid out, to reclaim it. After such a measure has been taken, payment of the Administrative Grant will in any case be suspended until the instructions from the institutions on the basis of the Code of Conduct for Promotion and Introduction Time have been complied with.

Procedure

Article 8 Process and decision

1. The director of SOZ will, on behalf of the Executive Board, decide on the request for financial assistance within eight weeks of receipt.
2. The decision shall be communicated to the applicant in writing, with a (brief) statement. The decision includes:
 - a. The granting of the facility, or;
 - b. the rejection of the application.
3. Against a decision, or the failure to make a decision within eight weeks after submitting a complete request for financial assistance, the student may submit an objection to the Executive Board in accordance with the objection procedure established by the Executive Board. The objection period is six weeks.
4. Against decisions of the Executive Board on the objection, the student may appeal to the Council of State, upon payment of court fees. The appeal period is six weeks.

PART V Provision of Additional Support and tuition fee waiver

The General Section shall apply unless specifically waived in this section.

A one-time choice must be made from the provisions in this part of the regulation. It is not possible to use both facilities.

Article 1 Procedure Provision of Additional Support

1. A member of the USR or a board member of a student organization engaged in full-time or nearly full-time activities, may be eligible for a provision for additional support on a one-time basis and for a period not exceeding one academic year, provided that the conditions set by the Executive Board for this purpose are met.
2. The USR member or student organization board member must be enrolled at the VU as a full-time student and have paid tuition at the VU.
3. The two members of the daily board of the USR and up to three committee coordinators are eligible for additional support.
4. Up to eight student organization board members are eligible for the additional support if:
 - the student organization has more than 750 VU members and the student organization has at least 150 VU members per board member. VU members are only those members enrolled at the VU as of January 1 of the academic year in which it is decided whether the organization's board members are eligible for the Provision of Additional Support.
5. The Executive Board adopts at least every three years:
 - a which boards and how many student organization board members qualify for the additional support based on the criteria in this regulation;
 - b the number of units.
6. The amount of the provision is included in the Statement of Allocation of the Student Support Regulation.
7. Student associations of any size but with just under 750 VU members may also apply to be considered for the provision of additional support. In that case, they must demonstrate that they govern full-time. The application must be supported by the relevant faculty board.
8. If a member of the USR or a member of the board of a student organization terminates their enrollment during the academic year, or terminates their activities as a member of the USR or as a member of the board of a student organization, that person is only entitled to a proportional part of this compensation.
9. Deadline request disbursement: no later than October 31 of the calendar year regardless of when the official board year ends.

Article 2 Conditions of tuition fee waiver

1. Eligible for the tuition fee waiver are students who:
 - a are enrolled in an degree program at the VU, and
 - b receive a board grant for their board position within a recognized student organization or the USR, and
 - c hold a full-time board position. This means that the student spends at least 1,680 hours of the academic year in one or more board positions or receives a total of at least 9 scholarship months, and
 - d is willing to sign a statement in which the student waives the right to attend classes, take examinations, take exams and receive supervision in study and research activities

at the institution or another funded institution during the entire academic year that the student serves on the board.

Article 3 Application procedure tuition fee waiver

1. The student applies for the tuition fee waiver by September 1 of the respective academic year using an application form.
2. The student agrees to waive attendance at instruction, taking examinations, taking exams, and receiving supervision in study and research activities at the institution or another funded institution during the entire college year that the student serves on the board.
3. The application form is signed by the student and the head of student administration.

Article 4 Commencement and duration of the tuition fee waiver

1. Tuition fee waiver for enrolled students begins in the September of the academic year in which the student is a full-time board member.
2. Students are entitled to be exempted from paying the tuition fee once and for the period of a full academic year, despite their enrollment.
3. The tuition fee waiver application is valid for a full academic year and may not be interrupted or extended mid-term.
4. At the end of the academic year in which the enrolled student was a full-time student, a check will be made to see if student meets the conditions as stated in article 3, paragraph 2. Should a check reveal that the student has not met these requirements, the student will still be required to pay the tuition for this academic year.

Article 5 Process and decision

1. The director of SOZ will, on behalf of the Executive Board, decide on the request for financial assistance within eight weeks of receipt.
2. The decision shall be communicated to the applicant in writing, with a (brief) statement. The decision includes:
 - a. The granting of the facility, or;
 - b. the rejection of the application.
3. Against a decision, or the failure to make a decision within eight weeks after submitting a complete request for financial assistance, the student may submit an objection to the Executive Board in accordance with the objection procedure established by the Executive Board. The objection period is six weeks.
4. Against decisions of the Executive Board on the objection, the student may appeal to the Council of State, upon payment of court fees. The appeal period is six weeks.

Implementation Student Support Regulation

This Implementation serves to elaborate on the Student Support Regulation which is based on articles 7.51 to 7.51i HRA.

Statement of Allocation of the Student Support Regulation

Explanation and amounts to be disbursed by the Student Support Regulation.

Financial assistance under the Student Support Regulation is expressed in units. The unit consists of an amount to be determined by the Executive Board. As of September 2024, a unit (eh) has the size of € 300,-. The units are indexed annually in the same way that tuition fees are indexed.

AVAILABLE UNITS (as of September 2024)

Part 1 Force majeure 1 month = 1 unit

Regulation	Result in euros
Amount per unit	300
Maximum award: % of the nominal length of study per program (ba and ma) and a maximum of 6 months per full academic year.	Maximum bachelor's degree to be awarded: $3 \times 6 \times 300 = 5,400$ Maximum allowable master: 1 to $3 \times 6 \times 300 = 1,800$ to 5,400 (depending on nominal duration)

Part 2 Specific situations 1 month = 1 unit

Regulation	Result in euros
Maximum % nominal study duration per program (6 units per year) (bachelor and master) Top talents	1,800 p.y. / max 5,400 (ba) 1,800 p.y. / max 5,400 (Mon)
Masters greater than 60 EC, insofar as unreimbursed	300 per unit
'Unstudied education'	300 per unit

Part 3 Members of institutional bodies 1 month = 1 unit

Provision of additional support (VAO) for USR: executive board and coordinators	1,768 per entitlement starting in college year 2023-2024
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Function	Regulation	Result
USR executive board (chair and vice chair).	12 eh + 3,400	7.000
USR member	12 eh + 2,400	6.000
FSR chair	4 eh + 2,050	3.250
FSR member	4 eh + 1,800	3.000
Auditor FB	4 eh + 1,800	3.000
OLC member	2 eh	600

Part 4 Student organizations

Student Organization	Budget
75-150 members: 20 eh	6.000
151-450 members: 35 eh	10.500
451-749 members: 45 eh	13.500
750-1000 members: 55 eh	16.500
1001-1500 members: 65 eh	19.500
1501-2000 members: 80 eh	24.000
More than 2000 members: 95 eh	28.000
Foundations	2.700

Provision additional support individual board members (also VU student) of associations larger or equal to 750 VU members are entitled to an amount of 1,768 euros per entitled person.

Adopted with the consent of the USR by the Executive Board on June 18 , 2024