

Emergency Fund procedure (applications to be submitted through the student counsellors)

Article 1 Criteria

1. The Emergency Fund aims to provide financial support to students who find themselves facing a financial emergency. The financial support is intended to facilitate the student's continued academic progress. A financial emergency refers to a circumstance that meets the following criteria:
 - a. the situation was unforeseeable;
 - b. the situation is acute, meaning that a solution aided by the usual provisions (e.g. the Profile Fund or special assistance) is not possible at the time the situation occurs;
 - c. the situation is occasional, meaning that the financial emergency does not occur repeatedly, permanently or structurally and has not previously led to the grant of a contribution from the Emergency Fund;
 - d. the emergency situation is of a limited scope, meaning that the Emergency Fund does not provide for assistance in the form of large sums of money;
 - e. the situation can be resolved, meaning that the contribution from the Emergency Fund provides a realistic and effective solution through one-off financial support.
2. The Emergency Fund is open to students who are studying at VU Amsterdam and who have paid tuition fees to VU Amsterdam. Students who are otherwise registered at VU Amsterdam, such as exchange students, and who are resident in the Netherlands can also apply to the Emergency Fund if there is no prospect of any assistance from their own university.
3. A grant from the Emergency Fund may not be used to pay all or part of the statutory or institutional tuition fees.

Article 2 Granting procedure

1. The Emergency Fund Committee, consisting of two student counsellors, the International Services team leader and an educational lawyer, assesses whether the student's situation meets the criteria referred to in Article 1. They also assess whether the financial support will facilitate the student's continued academic progress.
2. Applications for financial support must be made through the student counsellors.
3. If the application meets the criteria, the student counsellor will submit the application, accompanied by supporting documents if possible, to the Emergency Fund Committee by email. The Committee will decide as soon as possible whether to grant or reject, fully or partly, the request for financial support.
4. A payment made from the Emergency Fund takes the form of a grant, up to a maximum amount of €3,000.

Article 3 Completion of procedure

1. If the application is granted, a request for payment from the Emergency Fund will be drawn up, providing the student's details that are required to transfer the amount that is granted to the student, using the student's details already known to and verified by VU Amsterdam.
2. The student may lodge an appeal against a decision under this scheme with the Executive Board.
3. The head of Student Development meets the Emergency Fund Committee twice a year to discuss the current situation with respect to requests for financial support. The Emergency Fund Committee produces an annual report including a full list of all the amounts that were granted during that year.

Article 4 Entry into force

The VU Amsterdam Emergency Fund procedure of March 2019 is withdrawn.

In its place, the revised VU Amsterdam Emergency Fund procedure applies from 1 April 2023.