



## Application for Hardship Payment provided by Verfasste Studierendenschaft der Universität Heidelberg

### Applicant

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Family name, first name (all printed letters, please)

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Full Address: Street name and House Number

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Postal Code, Place of Residence

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Date and Place of Birth

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E-Mail (very important for further questions!)      phone number (optional)

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Fields of Studies

### Confirmation:

I took notice of and understood the regulations regarding the hardship payment as amended on November 15 2016.

I confirm that the data given in my application are true and correct and that at short notice I cannot fall back on any savings, people obliged to pay for my subsistence or any other sources of income. I obtain no financial support from other parties except from those which I indicated. I authorize the Verfasste Studierendenschaft to pass on my application data to other supporting bodies, especially to the Studierendenwerk Heidelberg, in order to check and exclude any possible double support. I am aware that I can revoke this consent at any time.

Should the scholarship be granted, I will commit myself to inform the Sozialreferat (unit for social affairs) per e-mail [soziales@stura.uni-heidelberg.de](mailto:soziales@stura.uni-heidelberg.de) promptly of all alterations of my circumstances which affect the granting of my scholarship. In case I should be granted a scholarship, I pledge myself to use the grant for purposes relating to my University studies only.

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I took notice of the fact that the granting of the scholarship will be immediately cancelled, if I have not complied with my duty to supply information about any changes in my circumstances, about further financial support unknown to the Verfasste Studierendenschaft, or if the Verfasste Studierendenschaft upon verification should find out that the preconditions for the scholarship do no longer persist.

Particularly in the event of double support, a retroactive cancellation of the grant is possible, further in those cases that are based on false statements of the scholar. In such cases the Verfasste Studierendenschaft reserves the right to claim back the money already payed.

Should the academic programme be interrupted or discontinued, the approval will be revoked as from the end of the month in which the student interrupted or discontinued his course of studies. Especially if the hardship payment should be used as a basic financing of the studies, the approval will be revoked.

Place, Date and Signature of Applicant:

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### To be filled in by the committee

Date of receipt of application \_\_\_\_\_

Date of processing in meeting of committee \_\_\_\_\_

The application will be \_\_\_\_\_; amount: \_\_\_\_\_ for months: \_\_\_\_\_

The decision will be communicated to the applicant by letter dated \_\_\_\_\_

\_\_\_\_\_  
Signature of minute-taker

\_\_\_\_\_  
Signature of person in charge for written approval/rejection



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### Data acquisition for potential financial accounting:

(Please write as clearly as possible)

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Family name, first name of the account holder (all printed letters, please)

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Name of Bank

**BIC:** \_ \_ \_ \_ \_

**IBAN:** \_ \_ \_ \_ \_

With my signature, I confirm the accuracy of above stated information and accept the processing and use of my personal data for accounting purposes in the case of a granted hardship payment.

Place, Date and Signature of Applicant:

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### Enclosures (everything is necessary):

- Income and expenses
  - schedular information and evidence about income and (expected) expenses **and**
  - Copies of statements of the last three months of bank accounts (especially fees for accommodation, subsistence allowances, ancillary income/casual earnings), savings accounts, building savings contracts and other financial investment. These proofs may be partially blacked.
- Description of your case with special consideration of the effects on your studies and ideas of a long-range plan of the way out of your financial emergency (minimum 1 page; preferably typewritten)
- Current certificate of enrolment
- Evidence of health insurance
- Application form completed and signed
- for applications of §1 Abs. 2 (“refugees”): official evidence of the resident status / application for asylum

### Procedure – how to submit the application:

Please submit all documents in single copies and without folder in an envelope of DIN A4 size. Such envelopes may be obtained free-of-charge from the Studierenderrat office during the usual opening hours.

The envelope should be addressed to:

**Sozialreferat  
StuRa-Büro  
Albert-Ueberle-Str. 3 – 5  
69120 Heidelberg**

Please do not indicate the name of the sender on the envelope. It may be put into the mail shelf of the Sozialreferat (unit for social affairs) in the StuRa office, or be sent by ordinary mail.

**In case of questions** simply write an e-mail to: [soziales@stura.uni-heidelberg.de](mailto:soziales@stura.uni-heidelberg.de)