

An die  
Hochschülerinnen- und Hochschülerschaft an der FH Salzburg  
Urstein Süd 1  
5412 Puch/Salzburg



**Application for the ÖH FH Salzburg Social Fund**

The application form (+ all required documents) must be sent to  
[sozialreferat@oeh-fh-salzburg.com](mailto:sozialreferat@oeh-fh-salzburg.com).

*Fill out this form completely and legibly. Incomplete application forms will be refused due to time constraints!*

**1. Personal Information**

Surname	Name
Date of Birth	Nationality
E-mail	Telephone Number
Address	
Marital Status	Do you have children? <input type="radio"/> Yes - Age: _____ <input type="radio"/> No

**2. Information about your studies**

Study program	<input type="radio"/> Bachelor	<input type="radio"/> Master	Year
Are you currently taking or have you ever taken a leave of absence (e.g. pregnancy, illness, ...)?			
<input type="radio"/> no <input type="radio"/> yes: When, for how long and why? _____			

**3. Are you a recipient of federal aid for students (Studienbeihilfe)?**

<input type="radio"/> Yes, I receive _____ € per month until (Date) _____
<input type="radio"/> No, but I received federal aid from _____ until _____
<input type="radio"/> No, I have never received any federal aid

- 4. Income** (Amount of your monthly income: How much money do you receive in a month? If you are in a domestic partnership or still living with your parents: How much money do you have altogether (including your child/ren))

<b>through Employment:</b>	<b>Support from family, relatives, etc.:</b>
<b>Unemployment:</b>	<b>Child care/maternity allowance:</b>
<b>Social Welfare:</b>	<b>Family allowance for your child/ren:</b>
<b>Pension:</b>	<b>Alimony:</b>
<b>Housing Assistance/Wohnbeihilfe:</b>	<b>Family allowance for you:</b>
<b>Other support from the government:</b>	
<b>Other (e.g. occasional jobs, donations,...):</b>	
<b><i>Total monthly income:</i></b>	

- 5. Expenses** (If you are in a domestic partnership or still living with your parents: How much money do you spend altogether (including your child/ren)? Bills or other payment confirmation from the last three months are required for every expense (excluding living expenses!))

<b>Rent (excl. bills):</b>	<b>Electricity/Heating:</b>
<b>Household insurance:</b>	<b>Phone, Internet, TV:</b>
<b>Health insurance:</b>	<b>Study-related costs:</b>
<b>Living expenses (food, clothes,...):</b>	<b>Transportation costs:</b>
<b>Childcare expenses</b>	<b>Other:</b>
<b><i>Total monthly expenses:</i></b>	

**6. Information about your accommodation**

<input type="radio"/> Main tenancy	<input type="radio"/> Sub tenancy/room	<input type="radio"/> Student dorm	<input type="radio"/> Genossenschaft
<input type="radio"/> Own property	<input type="radio"/> Gemeindewohnung	<input type="radio"/> Shared flat	<input type="radio"/> _____
Size of the flat (m <sup>2</sup> ):		How many people live in the flat?	
Who are those persons? (Relation):			

**7. Information about your partner**

Surname, Name	Occupation, Income	Address
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**8. Please describe your situation and your financial emergency:**


**9. Bank account**

IBAN: _____ BIC: _____
Bank: _____

**Have you received any financial aid from the ÖH (Students' Union) or other organizations (e.g. Caritas, AAI, ÖAD, WUS, BM:BWK, etc.) during the last 12 months?**

No

Yes: When & how much? \_\_\_\_\_

**I hereby declare that all the given information in this application is correct and complete. I do NOT receive any additional income.**

\_\_\_\_\_  
Place, Date

\_\_\_\_\_  
Signature

**10. Required Documents (only copies):**

- a) Scan/Picture of your ID
- b) Transcript of Records and recent confirmation of registration
- c) Proof of income
- d) your registration form (Meldezettel) and the registration form from the people who live in the same household
- e) Consistent and consecutive bank account statements for the last 3 months (Kontoauszug)
- f) Evidence about support from other people (relatives, ...) or governmental aids
- g) Evidence about alimonies, etc.
- h) Every other document that ensures full transparency about your financial situation

**Data Security notice**

**I have read the "data protection information". If I have given other people's data (parents, partner / child / he, ...), I will inform them of the data protection information.**

<b>Place, date</b>	<b>Signature</b>
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**Consent to the processing of health data:**

If you have given information on your state of health in point 4 or point 6, we may only process this data with your expressed consent. You can revoke this consent at any time by sending an email to [socialreferat@oeh-fh-salzburg.com](mailto:socialreferat@oeh-fh-salzburg.com). Please note that in this case the information will not be considered for the assessment of eligibility.

**I agree that the ÖH will process my health data (data on my state of health) given in this application for the purpose of processing the application.**

<b>Place, Date</b>	<b>Signature</b>
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**Instructions on the consent of third parties (parents, partners, ...):**

If you have given information about the health status of another person in the form (e.g. in point 6 in the justification of the application), you must obtain the person's consent to share this data with the ÖH FH Salzburg.

**O I have been informed that the applicant mentioned above has included information about my state of health in the application for financial support from the ÖH FH Salzburg and I consent to the ÖH processing and storing this health data (data on my state of health) for the purpose of processing the application. This consent can be revoked at any time by e-mail to [sozialreferat@oeh-fh-salzburg.com](mailto:sozialreferat@oeh-fh-salzburg.com).**

<b>Name</b>	<b>Signature</b>
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**For what purpose are your personal data processed?**

The ÖH stores and processes the data specified in the application for the purpose of assessing the eligibility and for the administration of the approved funding.

**On what legal basis are your personal data processed?**

The processing of your general personal data specified in the application takes place on the legal basis of a legitimate interest of the ÖH. The ÖH is interested in being able to provide students with social support. The processing of your health data, if any, specified in the application, takes place only with your consent.

**How long does the ÖH keep your personal data?**

Personal data is archived one year after payment and deleted seven years after payment. Personal data of applicants whose application has been rejected will be deleted 2 years after the rejection.

**What rights do you have in connection with the processing of your personal data?**

The EU General Data Protection Regulation 2016/679 (GDPR) grants you certain rights as a data subject, to which we refer you below. Please note that these complement each other, so that you can only request either the correction or completion of your data or their deletion. Revocation of consent If the ÖH stores and processes your personal data based on your consent, you are entitled to revoke your consent at any time. However, this does not affect the lawfulness of the processing carried out up to the point of revocation. Right to information: You can request information on the origin, the categories, the storage period, the recipients, the purpose of the data processed by the ÖH and your type of processing. You are not entitled to this right if the ÖH acts as a sovereign and the information jeopardizes the fulfillment of a legally assigned task. Right to correction and deletion: If the ÖH processes data about you that is incorrect or incomplete, you can request that it be corrected or completed. You can also request the deletion of unlawfully processed data. Right to restriction of processing: if it is unclear whether the data processed about you is incorrect, incomplete or processed illegally, you can request that the processing of your data be restricted until this question has been finally clarified. Right to object: Even if the personal data is correct and complete and is lawfully processed by the ÖH, you can object to the processing of this data.