

## Student Emergency Fund Regulations

Citation reference	Student Emergency Fund Regulations
Date of entry into effect	01-12-2022
Adopted by the Executive Board	26-10-2022
Consent from University Participation Council	Not required
Legal basis	Article 4.2 Governance and Control Regulations
Particulars	Stichting Steunfonds Stenden Hogeschool has an Emergency Fund. Stichting NHL Stenden Hogeschool is authorised by the board of Stichting Steunfonds Stenden Hogeschool to offer a student of the institution financial support from the Emergency Fund.
Short description	The Emergency Fund offers financial support in the form of an interest-free loan or a gift to a student of the institution who is in acute, incidental and non-income financial difficulty. The Emergency Fund Committee decides on applications for financial support.

### Introduction

The Emergency Fund offers financial support to a student who is in acute, incidental and non-income financial difficulty. The financial support is made possible by Stichting Steunfonds Stenden Hogeschool. A student can submit an application to the Emergency Fund Committee for financial support. The Emergency Fund Committee decides on the application.

## CHAPTER 1 GENERAL PROVISIONS

### Article 1 Definition of terms

In these regulations, the following definitions apply:

- a executive board: the executive board of the institution;
- b committee: the Emergency Fund Committee as referred to in article 3.1 of these regulations;
- c Emergency Fund: the Emergency Fund as referred to in article 2.1 of these regulations;
- d foundation: Stichting Steunfonds Stenden Hogeschool;
- e student: everyone enrolled as student within the meaning of the WHW for a study programme of the institution;
- f student counsellor: a student counsellor of the institution;
- g institution: NHL Stenden Hogeschool and, when applicable, Stichting NHL Stenden Hogeschool;
- h WHW: the Higher Education and Scientific Research Act (Wet op het hoger onderwijs en wetenschappelijk onderzoek).

## CHAPTER 2 EMERGENCY FUND

### Article 2.1 Emergency Fund

- 1 The foundation has an Emergency Fund. The institution is authorised by the foundation to offer a student financial support from the Emergency Fund in accordance with these regulations.
- 2 The purpose of the Emergency Fund is to provide financial support to a student in accordance with the provisions of these regulations.
- 3 The financial support is provided by offering an interest-free loan, a gift or a combination of an interest-free loan and a gift. A gift is only made in exceptional cases.

## **CHAPTER 3 EMERGENCY FUND COMMITTEE**

### **Article 3.1 Establishment and composition**

- 1 There is an Emergency Fund Committee consisting of three members, two staff members and one student member, and three deputy members, two staff members and one student member. The staff members are employees of the institution and the student member is enrolled as a student at the institution.
- 2 The members of the committee do not perform any other tasks that may stand in the way of the proper performance of their duties, their independence, and the credibility thereof.
- 3 The executive board appoints the members and the deputy members for a period of no more than four years and appoints the chairperson. Every time the members can be reappointed for subsequent periods of no more than four years.
- 4 Membership of the committee ends:
  - a by notice of cancellation by the member with due regard for a notice period of one month;
  - b by expiry of the term of office;
  - c as from the date on which the employment contract between the member and the institution terminates or as from the day on which the student member's enrolment at the institution ends;
  - d by a decision to that end of the executive board, after having heard the committee.
- 5 The executive board will regulate the remuneration of the members of the committee.
- 6 The executive board will ensure that the committee has the facilities it needs for the proper performance of its task, including administrative assistance.

### **Article 3.2 Task**

- 1 The committee decides on applications from a student to provide financial support from the Emergency Fund.
- 2 The committee takes care that students of the institution are adequately informed about the Emergency Fund.

### **Article 3.3 Procedure**

- 1 The committee determines its own procedure, with due observance of the legal provisions and these regulations.
- 2 With due observance of the legal provisions and these regulations, the committee can adopt policy rules for performance of these regulations. The decision to adopt policy rules requires the approval of the executive board.
- 3 The chairperson of the committee determines the location where and the time at which an application will be handled.

### **Article 3.4 Confidentiality and personal data**

- 1 Every member of the committee has a duty to observe confidentiality in respect of information which comes to their knowledge during their work and which they know, or can reasonably be expected to assume is confidential in nature except in so far as a statutory provision or court decision obliges them to disclose.
- 2 The committee processes the personal data of students and others involved with the Emergency Fund in accordance with applicable legal provisions.

### **Article 3.5 Accountability, administration and annual report**

- 1 The committee is accountable to the executive board.
- 2 The committee is obliged to keep records of the financial support from the Emergency Fund and of all activities of the committee, in accordance with the requirements ensuing from these tasks and to keep the books, documents and other information carriers in such a way that the rights and obligations arising therefrom can be known at any time.
- 3 Every calendar year, the committee will provide an annual report on its activities, which it will submit to the executive board for approval within three months after the end of the calendar year.

## **CHAPTER 4 CONDITIONS FOR FINANCIAL SUPPORT**

### **Article 4.1 Conditions financial support**

With due observance of the purpose of the foundation, the committee may offer financial support to a student if:

- a the student is in or at risk of acute financial difficulties;
- b the financial problems are of an incidental and non-income structural nature;
- c a limited financial support from the Emergency Fund offers a realistic and effective solution to the financial problems;
- d the student cannot claim other financial support or financial compensation for the financial problems, or cannot do so in time;
- e the financial problems are not related to unlawful or illegally behaviour; and
- f the other circumstances of the case reasonably and fairly justify financial support for the student.

## **CHAPTER 5 APPLICATION FOR, PROCESSING AND DECISION ON FINANCIAL SUPPORT**

### **Article 5.1 Application**

- 1 A student must submit an application for financial support from the Emergency Fund with the committee by means of the dedicated form.
- 2 The application must be signed by the student and comprise at least:
  - a the date;
  - b the student's name and address;
  - c the requested financial support;
  - d a justification for the application;
  - e the information and documents requested by the committee.
- 3 The committee will announce on the intranet of the institution which information and documents must be submitted together with the application.
- 4 The application must be submitted by the student in at least the Dutch or English language.
- 5 If an application is incomplete, the committee will give the student the opportunity to correct the omission within a month. If the omission is not corrected within this term, the committee may declare the student's application inadmissible.
- 6 Upon request, the student counsellor will give the student information on the application and provides the application with an advice at the student's request.

### **Article 5.2 Processing**

- 1 The committee will confirm receipt of an application to the applicant in writing as soon as possible.

- 2 The student counsellor will provide the committee with more detailed advice on the application on the latter's request.
- 3 The committee may hear persons whose opinion the committee may consider important for its decision. Employees of the institution are obliged to comply with the committee's summons and provide the information requested by the committee, unless they can claim exemption at law.
- 4 The committee will not take any decisions in which it rejects an application in whole or in part without having given the student the opportunity to speak.

### **Article 5.3 Decision**

- 1 The committee takes a decision as soon as necessary, but no later than three weeks after receipt of the application. The committee can postpone the decision by no more than three weeks. The postponement will be communicated in writing to the student.
- 2 The committee can only take a decision if at least two (deputy) members are present.
- 3 Each of the (deputy) members of the committee has one vote.
- 4 The committee will try to take unanimous decisions. If this proves impossible, decisions are taken with a regular majority of the valid votes cast.
- 5 If the committee decides to offer financial support, the decision will at least mention:
  - a whether the financial support consists of an interest-free loan, a gift or a combination of an interest-free loan and a gift;
  - b the amount of the financial support;
  - c whether, and if so, what conditions are attached to the financial support;
  - d the method and time of payment of the financial support;
  - e in case of an interest-free loan: the repayment schedule.
- 6 The committee will give reasons for its decision. It may decide not to provide this substantiation if the application is approved in full.
- 7 The committee will announce its decision to the student in writing as soon as possible.

### **Article 5.4 Legal remedies reference**

No appeal, objection or other remedy can be made against the decision of the Emergency Fund Committee.

## **CHAPTER 6 STUDENT OBLIGATIONS, WITHDRAWAL, MODIFICATION AND RECLAMATION**

### **Article 6.1 Student obligations**

The student is obliged:

- a to provide the committee with all information, correct and complete, that is necessary for processing the application;
- d to inform the committee as soon as possible in writing of all facts and circumstances that may result in withdrawal or modification of the financial support;
- e to provide the committee with all requested information necessary to assess the legitimacy of the financial support provided.

### **Article 6.2 Withdrawal, modification and reclamation**

- 1 If the student has not met an obligation under these regulations or the decision, the committee may decide to:
  - a withdraw or modify the decision on providing financial support;

- b       reclaim the financial support provided.
- 2       If the committee has taken a decision to reclaim financial support provided, the student is obliged to repay the financial support claimed in the decision within the period stated therein.

## **CHAPTER 7 FINAL PROVISIONS**

### **Article 7.1 Further rules, guidelines and directions**

The executive board may issue further rules, guidelines and directions with due observance of the provisions in these regulations.

### **Article 7.2 Unforeseen cases and hardship clause**

- 1       The executive board decides in cases not covered by these regulations.
- 2       In exceptional cases, the committee may deviate from a provision in these regulations if application would result in serious inequity. If they use this option, the committee will take a decision with due regard for the nature, content and purport of that provision and these regulations.

### **Article 7.3 Commencement and citation reference**

- 1       These regulations will come into force on 1 December 2022.
- 2       These regulations shall be cited as: Student Emergency Fund Regulations.

### **Article 7.4 Authentic text**

In the event of contrariety between the Dutch text of these regulations and text in a different language, the Dutch text of these regulations will prevail.