

APPLICATION FORM Support Package in SS 2025

Name of the applicant

No.

The support package was launched by the ÖH WU to financially support socially needy students through a one-off payment.

The following requirements must be met:

- Regular WU domestic or foreign students (i.e. regardless of citizenship!)
- Steady academic success in a course of study at the Vienna University of Economics and Business
- Social need (regardless of whether the tuition fee has been paid or not!)

All information must **be truthful** and **proven with supporting documents**. In the case of incomplete applications or in the case of untruthful information – especially regarding the financial situation – the application will be **rejected**. Applications that are **not provided in German or English** must be translated.

All information regarding income and expenditure must be comprehensible on the basis of bank statements, receipts or other evidence (credit card statements for credit card payments, information about the purpose of payment for payments with cryptocurrencies and the like). In case of doubt, a breakdown or explanation of the payment flows must be enclosed. **All** information must **be clear and unambiguous**.

Attached to this application form is a checklist to ensure the completeness of the application. Furthermore, this application form is accompanied by a privacy policy in order to be able to process your data as part of this support package. There is no legal entitlement to benefits under this support package.

Applications can only be submitted in person at the ÖH WU Advisory Center or via the online form within the application period from April 1 to April 30. Submitted documents will not be returned, so please **always** enclose copies of certificates and other documents. The submitted documents will of course be treated confidentially. Notification of the outcome of the support package is expected to be sent by email to all applicants by the end of May 2025.

Please fill out the form with a **suitable PDF reader** (only PDF, all other formats are not accepted) directly on your PC (e.g. <https://get.adobe.com/reader/>) or print it out and complete it in **legible** handwriting. All fields contain predefined gaps in which the information is to be written.

Receipt note (please do not fill in!)	
Handed in on	Received by
Edited by	Category and Amount
<i>Comments by staff:</i> Minimum academic success Performance bonus Child bonus Health Allowance Social eligibility	

1. General information

Surname: _____ Date of birth: ____ . ____ . ____
Forename: _____ Citizenship: _____
Sex: ☐ male ☐ female ☐ diverse Matriculation number: _____
Address: _____ Zip code, city: _____
Email: _____ Telephone number: _____
Student representatives of the ÖH WU: ☐ Yes ☐ No

Marital status: ☐ single ☐ married ☐ living separately
☐ divorced ☐ widowed ☐ (registered) Partnership

Children: ☐ yes
☐ no

Name(s) and date of birth (data is required to determine any **child bonus** to which you may be entitled)

IBAN: _____ BIC: _____
Account holder: _____ Bank: _____

1. Information on WU Studies

Main studies: _____

Admitted since ____ . ____ . ____ Number of semesters: _____

☐ I pay tuition fees ☐ Tuition fee waived/refunded (reason: _____)

Academic success (all information in ECTS)

Note: A **minimum academic achievement** of at least **16 ECTS** per semester on average (excluding the worst semester) is required, whereby working students must provide proof of at least **8 ECTS** (see point 2). Winter and summer universities are also included in the calculation. **First-semester students of WS24/25** need all positive STEOP exams (16 ECTS). (Proven with WU Control Panel Evaluation Document <https://controlpanel.wu.ac.at/en/>). Students who write a thesis and are unable to achieve academic success must enclose a written confirmation from their supervisor with the application in addition to a complete transcript of records. If an **average of at least 24 ECTS credits per semester** has been achieved (excluding the worst semester), a **performance bonus** will be granted.

WS 24/25
(01.10.24–29.02.25)

SS 24
(01.03.24–30.09.24)

WS 23/24
(01.10.23–28.02.24)

SS 23
(01.03.23–30.09.23)

Change of study program ☐ yes
☐ no

Indicate previous studies, place and period of time and enclose a transcript of records.

2. Employment

Note: Working students are required to achieve less academic success (see point 2). A person is employed if he or she has exceeded the marginal income threshold applicable for the calendar year in question per month, **especially outside the holiday period**. Proof can be provided by a service or work contract, pay slip, fee note or bank statement. The **ÖH WU recommends proof by means of a free insurance data extract**, which can be picked up at one of the ÖGK customer centers, can be applied for online by mail, or can be printed out directly online with a citizen card or mobile phone signature.
(<https://www.sozialversicherung.at/cdscontent/?contentid=10007.683876&viewmode=content>)

Semester	Type and extent of professional activity
WS 24/25 (from € 551.1/month)	
SS 24 (from € 551.1/month)	
WS 23/24 (from € 551.1/month)	
SS 23 (from € 551.1/month)	

3. Information on the family situation

- **Mother**

Name: _____ Address: _____

Occupation: _____ Net income (per month in EURO): _____

- **Father**

Name: _____ Address: _____

Occupation: _____ Net income (per month in EURO): _____

- **(Marriage)Partner**

Name: _____ Address: _____

Occupation: _____ Net income (per month in EURO): _____

- **Siblings sharing a household (name and year of birth)**

#1: _____ #2: _____

#3: _____ #4: _____

4. Information on the housing situation

I live ☐ with my parents ☐ in a shared apartment ☐ in a rented apartment
☐ with my partner ☐ in a student dormitory ☐ in a condominium
 Persons living in the household: ____ Apartment size: ____ (m²) Room size: ____ (m²)

5. Other Funding

I have received financial support from the ÖH or other bodies in the last twelve months:

☐ no ☐ yes:

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Organization

Time

Amount (in euros)

6. Income and expenses

INCOME (average per month, based on the period **January 2025 to March 2025**)

Note: All information provided here must be substantiated by suitable evidence (e.g. insurance data extract, service or work contract, pay slips, fee note, notices, agreements).
 In the case of family, study or housing allowance, please also enclose the negative decision or briefly explain under description why these allowances are not being received.

<i>Kind</i>	<i>Description</i>	<i>Amount (in €)</i>
Employment (marginal, self-employed, etc.)		
Alimony or other payment from parents/friends/relatives		
Family allowance/child benefit		
Scholarship/Bafög		
Housing allowance		
Unemployment benefit		
Pension		
Parental leave allowance		
Other support from the federal/state/municipal authorities or associations		
Other support, namely:		

EXPENDITURE (average per month, based on the period January 2025 to March 2025)

Note: All information provided here must be substantiated by suitable evidence, the figures must be comprehensible (e.g. by briefly explaining the calculation on the back of this form).

Individual account transactions (see point 10.3: **Account statements**!) do not have to be commented on if they are self-explanatory (e.g. "Hofer", "Facultas", "Wienerlinien" or "WU"). Please be sure to declare all deposits and withdrawals that are not described in detail, otherwise we will not be able to get a clear picture of your financial situation. **We cannot use incomplete or incomprehensible account statements for a careful assessment.** You run the risk of being rejected by that alone! Important! Statements from all accounts must be proven.

For the **health allowance**: A subsidy for your health can be applied for if a health burden has demonstrably impaired or impairs your studies. This requires proof of costs (e.g. invoice) and a short explanation of the extent to which the health burden has affected your studies (e.g. interruption of studies, reduced performance, recommendation by a specialist). More information at: <https://oeh-wu.at/service/beihilfen-und-rechtliches/oeh-wu-unterstuetzungspaket-2025>

<i>Kind</i>	<i>Description</i>	<i>Amount (in €)</i>
Rent (excluding operating costs)		
Operating costs (energy/heating)		
Living costs (food, clothing, etc., excluding operating costs!)		
Household insurance		
Radio and television fee		
Communication (mobile phone, internet)		
Health insurance		
Childcare costs		
Travel expenses (Wienerlinien, ÖBB)		
Study-related costs (Books, courses, learning material)		
Maintenance obligations (e.g. for own children or divorced partners)		
Health Care Costs (Invoice) for Health Allowance		
Other expenditure, namely:		

Note: The justification forms the common thread that holds the whole application together and puts the individual invoices, bank statements and certificates in the right light. The longer and more detailed the reasoning, the sooner we can understand your social and financial situation. For reasons of readability and detail, you are also welcome to write the justification electronically and enclose it in printed form.

This image shows a full page of white paper with horizontal dotted lines. The lines are evenly spaced and run across the width of the page, providing a guide for handwriting practice. There are no margins, text, or other markings on the page.

[illegible]

8. With my signature, I confirm the following points:

- All information is true and is supported by evidence.
- I do not receive any further income and do not maintain any accounts other than those stated here.
- I presented my social and financial situation completely, clearly and comprehensibly.

Date

Signature

Please help us to keep the processing effort as low as possible for you and tell us how long it took you to complete your application (in minutes):

Fill out the application form (excluding justification) _____

Justification _____

Provision of evidence _____

Sum _____

9. Legal Instructions:

9.1. Consent to the processing of one's own health information

If you are listed under points 7 or 8. **information about your state of health**, we may only process this data with your express consent. You can revoke this consent at any time by e-mail soziales@oeh-wu.at. Please note that in this case, however, the information cannot be taken into account for the processing of your eligibility for funding.

- I agree that ÖH WU may process and store my health data (data on my state of health) provided in this application for the purpose of processing the application.

9.2. Consent to the processing of information provided by third parties (parents, partners, children, etc.) on their state of health

If you provide information about the state of health of another person in the form under points 7 or 8, you must provide ÖH WU with your consent to the processing of the health data by ÖH WU of this other person:

Applicant: _____

Consent under data protection law to the processing of health data and other special categories of data

The Austrian Students' Union at the Vienna University of Economics and Business (hereinafter referred to as "ÖH WU") offers students the opportunity to apply for financial support once a year. In this context, it may happen that the student provides information on the state of health (health data) of third parties (such as the student's parents, partner) in order to demonstrate his/her eligibility for support.

Health data of personal data may only be processed with the consent of the data subject.

- O I have been informed that the above-mentioned applicant has included information about my health in the application for financial support under the support package from the ÖH WU and agree that ÖH WU will process and store this health data (data on my state of health) for the purpose of processing the application. This consent can be obtained at any time by sending an email to soziales@oeh-wu.at revoked.

Name of the affected person in block letters

Signature

9.3. Privacy policy:

For what purpose is my personal data processed?

ÖH WU stores and processes the data you provide in the application for the purpose of assessing eligibility for funding and administering the approved funding.

What is the legal basis for processing your personal data?

The processing of the general personal data listed in the application is carried out on the legal basis of a legitimate interest of ÖH WU. ÖH WU is interested in being able to provide students with social funding.

The processing of any health data provided in the application is carried out exclusively with your consent.

To whom does the ÖH WU pass on your personal data?

The data provided will be stored and processed for the exclusive purpose of ÖH WU internal processing as part of the support package. It will not be passed on to third parties.

How long does ÖH keep your personal data?

Personal data is archived one year after the payout and deleted seven years after the payout. Personal data of applicants whose application has been rejected will be deleted one year 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, which we would like to point out to you below. Please note that these complement each other, so that you can only request either the authorization or completion of your data or its deletion.

Withdrawal of consent

If ÖH WU stores and processes your personal data on the basis of your consent, you have the right to revoke your consent at any time. However, this does not affect the lawfulness of the processing carried out up to the time of revocation.

Right to information

You can request information about the origin, the categories, the storage period, the recipients, the purpose of the data processed about you by ÖH WU, and the way in which they are processed. You do not have this right if ÖH WU acts as a public authority and the information endangers the fulfilment of a task assigned to it by law.

Right to rectification and erasure

If ÖH WU 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 inaccurate or incomplete or is being processed unlawfully, you can request the restriction of the processing of your data until this question has been finally clarified.

Right to object

Even if the data about you is correct and complete and is lawfully processed by ÖH WU, you can object to the processing of this data. However, this is only possible in special situations that you have to justify.

Right to data portability

You can receive the data processed by ÖH WU about you, which ÖH WU itself has received from you, in a machine-readable format determined by ÖH WU, or you can instruct ÖH WU to transmit this data directly to a third party of your choice, provided that this recipient enables ÖH WU to do so from a technical point of view and that the data transfer does not involve unreasonable effort or legal or other confidentiality obligations or confidentiality considerations on the part of ÖH WU or third parties.

Right of appeal

Finally, you have the right to lodge a complaint with the Data Protection Authority if you believe that the processing of personal data concerning you infringes the GDPR:

1. Who can you contact to assert your rights as a data subject?

To assert the aforementioned rights, please contact the following contact in writing (by letter or e-mail):

ÖH WU
Welthandelsplatz 1,
Building SC,
1020 Wien
oeh@oeh-wu.at

2. How can you contact the data protection officer of the ÖH WU?

Petra Khreis
Phone: +43 131 336 4861
Mail: oeh@oeh-wu.at

I have taken note of the "Privacy Policy". If I have provided data of other persons (parents, partner, children,...), I will bring the data protection information to their attention.

Name of the affected person in capital letters

Signature

10. Checklist

Please do not fill it out! Enclosed documents will be ticked by the advisors of the ÖH WU Counseling Center. **Mandatory documents (*)** must be enclosed. All documents must be submitted in legible copies. Documents in **non-German or English** must be **translated or had translated!**

1. General information

- ☐ ***) Photo ID**
- ☐ Children's birth certificates

2. Information about the degree programme

- ☐ ***) Study sheet**
- ☐ ***) complete transcript of records (incl. negatively assessed examinations).**
- ☐ Confirmation of supervision

3. Bank account

- ☐ ***) detailed and annotated account statements for the months of January, February and March 2025 (PDF!)**

4. Income and expenses

- ☐ ***) Proof of income of the Applicant** (insurance data extract, employment contract, pay slips, work contract, fee notes)
- ☐ Family allowance notice
- ☐ Complete study grant notice
- ☐ Housing allowance notice
- ☐ Maintenance agreement
- ☐ Pension receipt certificate
- ☐ Proof of parental leave
- ☐ Confirmation of social assistance/minimum income

5. Information about the parents/partner

- ☐ ***) Proof of income of the parents**
- ☐ Partner's proof of income

6. Information about the apartment

- ☐ ***) Registration form of the applicant**
- ☐ Rental agreement/agreement (If you have specified a charge by rent, then proof is mandatory!)
- ☐ Registration form of the children living in the household

7. Other subsidies

- ☐ Declarations of support from associations, offices and the like

8. Proof of the following costs

- ☐ Operating costs
- ☐ Household insurance
- ☐ GIS
- ☐ Mobile/Internet
- ☐ Health insurance
- ☐ Fare

9. Signature

10. Legal Instruction