**TICK THE BOX THAT IS APPLICABLE:**

* **REQUEST CALCULATION REDUCED TUITION FEE 2024-2025**
* **REQUEST ADVANCE STUDY GRANT FLEMISH COMMUNITY**

Personal data is collected from you in this form. Odisee is the controller of your personal data and can only process these data when you have given your consent by filling in your details. We recommend that you fill in the form as correct and as complete as possible. The more information you fill in, the better we can process and follow up your request. Your personal data will only be processed in order to check whether we can grant you financial support. Your data will be processed in an application from a software supplier of Odisee. You have the right to request the controller to obtain access, rectification or erasure of your data or to withdraw your consent. Such request can be directed to els.jacobs@stuvobrussel.be. For more specific questions about the protection of your personal data, you can contact the Data Protection Officer of Odisee via privacy@odisee.be.

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| To be handed in **as soon as possible and preferably before 1 November** to an employee of the Social Services’ office of STUVO on your campus. You can send the form and attachments by e-mail or hand it in at the office on campus.  |

**Request calculation reduced tuition fee 2024-2025**

Based on the information given in this document, we will calculate whether you are eligible for a reduction of the tuition fee for academic year 2024-2025.

Students who fulfill the conditions set by the Flemish Community can also be eligible for a study grant. Want to know more? Contact a member of the Social Services’ office on your campus for more information.

**IMPORTANT REMARK**

* This form is **not** a request for a study grant from the Flemish Community, it serves only to simulate whether you are eligible for a reduction of the tuition fee for academic year 2024-2025. If you are eligible for a study grant from the Flemish Community, you need to request the study grant directly at the Department of Scholarships via [www.studietoelagen.be](http://www.studietoelagen.be) > ‘dien je aanvraag in’ before **1 June 2024**.
* **FOLLOWING PROCEDURE IS ONLY VALID FOR ODISEE STUDENTS**
If you were entitled to a ‘schoolpremie’ (from the organization of ‘allocation familiale’ in Brussels) or ‘schooltoeslag’ (from Groeipakket in Flanders) last school year for secondary education or to a study grant from the Flemish Community in academic year 2023-2024, you do not need to fill in this document. In this case you provide the letter with the proof of your ‘schoolpremie’ or ‘schooltoeslag’ or the letter with the decision of the study grant of 2023-2024 to an employee of Student Administrative Services on your campus.

You will pay, for now and with reservation, a reduced tuition fee until Odisee receives the decision from the Department of Scholarships (‘afdeling Studietoelagen’) concerning your eligibility for the study grant in academic year 2024-2025.

**Request advance study grant Flemish Community**

Due to the fact that the calculation and the payment of the study grant can take up to a few months, it is possible, for students who are eligible for a study grant from the Flemish Community, to request an advance on this sum. You can receive up to maximum half of the amount of the study grant at the Social Service’s office of STUVO.

More information on the procedure and the necessary documents for the calculation can be requested at the Social Services’ office of STUVO.

**STUDENT INFORMATION**

Name ……………………………………………………………………………………..

First name ……………………………………………………………………………………..

Student number ……………………………………………………………………………………..

Address in Belgium ……………………………………………………………………………………..

 ……………………………………………………………………………………..

Mobile phone number ……………………………………………………………………………………..

Private e-mail address ……………………………………………………………………………………..

Nationality1 ……………………………………………………………………………………..

Belgian national number …………………………………………………………………………………….

Disabled > 66%? Y/N (provide the correct attestation)

Bank account number ……………………………………………………………………………………..

Study Program ……………………………………………………………………………………..

Campus ……………………………………………………………………………………..

You rent a student room and your official address is not at your student accommodation:

(add a contract of min. 8 months): 🞎 JA 🞎 NEEN

1 ADD in case of foreign nationality: a copy of your ID card/passport or Belgian residence permit

 **CHECK HERE WHICH DOCUMENTS YOU NEED TO ADD TO THIS REQUEST (1)**

**What is your statute for the calculation of the tuition fee?**

Indicate which situation applies to you and check below which documents you need to hand in for the calculation of your tuition fee.

**You are single and you have your own income**

i.e. you have (had) an own income in 2023 and/or 2024 during at least 12 months (these do not have to be consecutive) of minimum

€ 14 436.26 gross taxable or
€ 10 105.38 from replacement income(s) e.g. integration income CPAS, unemployment benefit, illness benefit,…).
It does not matter if you still live with your parents, if you live alone or if you are actually cohabiting.

**You are in a different situation**

**You are legally cohabiting or you are married**

**You are actually cohabiting with your partner**

There is at least 1 common child

There are no common children

 You are considered as a **married student** as of the date of birth of the oldest common child
 **🡪 B**

 You are an **independent student** if you fulfill the conditions under‘own income’  **🡪** **A**

 You are a **married student
🡪 B**

 Contact an employee of the **Social Services’ office** of STUVO on your campus

You can find the contact details at the end of this document or on www.odisee.be/en/study-costs

 You are an **independent student
🡪 A**

**CHECK BELOW WHICH DOCUMENTS YOU NEED TO ADD TO
THIS REQUEST (2)**

1. **You are an independent student**

Je You receive alimony: yes/no

* Income tax statement with income 2022, taxation year 2023 (you can find this at [www.myminfin.be](http://www.myminfin.be))

**AND
From January 1th of 2023 until now:**

* Pay slips of every month (or for 2023 monthly pay slips or an ‘individuele rekening’/’compte individuel’ with the overview of your income per month in 2023)
* Attestation end of year bonus (or the pay slip of December 2023 if the end of year bonus is included)
* Attestation holiday pay received in 2023 and/or 2024 (or the pay slips of May/June 2023 and/or 2024 if the holiday pay is included on this pay slip)
* Attestation with monthly amounts of unemployment or illness benefit, integration income from OCMW/CPAS or another replacement income, …
* Bank transcripts with amount of alimony that you receive(d) per month in 2023 and 2024
1. **You are a married student**

Date of marriage/legal cohabitation/date of birth of the oldest child/fiscal dependency of 1 or more children of the partner you live with on yourself or fiscal dependency of 1 or more of your children on the partner you live with:

\_ \_ /\_ \_ / \_ \_ \_ \_

Je You receive alimony: yes/no

**OPTION 1: married or legally cohabiting before 1 February 2022**

* Income tax statement (of both partners) with income 2022, taxation year 2023
* Bank transcripts with the received amounts of alimony per month in 2022
* Copy of attestation(s)/certificate(s) of non-taxable income 2022 with amounts received per month: integration income from OCMW/CPAS, foreign income or income from an international organisation, disability benefits or a non-taxable grant

**OPTION 2: married or legally cohabiting after 1 February 2022**

For **every month** and **for both partners as of** date of marriage/legal cohabitation/date of birth of the oldest common child/fiscal dependency of child(ren) of your partner **until** moment of calculation:

* Pay slips of every month (or an ‘individuele rekening’ with the overview of your income per month)
* Attestation end of year bonus (or the pay slip of December 2023)
* Attestation of holiday pay, received in 2023 and/or in 2024 (or the pay slips of May/June 2023 and/or 2024)
* Attestation with monthly amounts of unemployment benefit, illness benefit, integration income from OCMW/CPAS or another replacement income, …
* Income tax statement with the real estate tax for a second property (not your own house)
* Bank transcripts with the amount of alimony that you receive(d) per month in 2023 and 2024

 **STUDENT SITUATION**

**Family situation on 31 December 20242**

* Mention all the people officially living on your address.

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| --- | --- | --- | --- | --- | --- | --- |
|  | Name and first name | Date of birth | Dependent on yourself and/or your partner’s income[[1]](#footnote-2) | Studiesin higher education in academic year 2024-2025? | Has an income?(wage, illness or unemployment benefit, CPAS, legal pension,…)2 | Disabled?Y/N + how much % or number of points in total4 |
| Partner | ...................................... | ....................... | X | Y/N | Y/N | ................. |
| Child(ren) | ...................................... | ....................... | X | Y/N | Y/N | ................. |
|  | ...................................... | ....................... | Y/N | Y/N | Y/N | ................. |
|  | ...................................... | ....................... | Y/N | Y/N | Y/N | ................. |
|  | ...................................... | ....................... | Y/N | Y/N | Y/N | ................. |
|  | ...................................... | ....................... | Y/N | Y/N | Y/N | ................. |
| Other | ...................................... | ....................... | Y/N | Y/N | Y/N | ................. |

**FILLED IN?**

Hand in this form with **ALL** enclosures **as soon as possible and preferably before 1 November 2024** to an employee of the Social Services’ office of STUVO on your campus.
For opening hours and appointments: [www.odisee.be/en/study-costs](http://www.odisee.be/en/study-costs)

**Filled in request forms without the requested enclosures will not be considered and you will automatically pay the regular tuition fee.**

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| **Social Service’ office Campus Brussel**Britt Van Clevenbritt.vancleven@stuvobrussel.beEls JacobsEls.jacobs@stuvobrussel.beMarie-Odette Moreau Marieodette.moreau@stuvobrussel.beMarieke SteursMarieke.steurs@stuvobrussel.be | ORsocialedienst@stuvobrussel.be Tel. 02 210 13 19 |

1. Describe the family situation as you expect it to be on 31/12/2024

3 Strikethrough what does not apply.

4 Add a recent and official attestation to prove the disability percentage or points [↑](#footnote-ref-2)