



REQUEST FINANCIAL SUPPORT SOCIAL SERVICE *

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@stuvoplus.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.

Name and first name:..... Sex: Male / Female
 Date of birth:/...../..... Nationality:
 Official Address:
 Student room address:
 E-mail address: Mobile phone:
 Student number: Belgian national number: _ _ _ _ _ - _ _ _ _ _
 Bank account number student: BE_ _ _ _ _ - _ _ _ _ _
 I want to be informed about possible student jobs at Odisee / KU Leuven Campus Brussel: Yes / No

1. Current and /or previous studies

Secondary school degree obtained in (year)

Overview studies after high school:

ACADEMIC YEAR	UNIVERSITY	STUDY PROGRAM	REGISTERED CREDITS	OBTAINED CREDITS
2021 – 2022				
2020 – 2021				
2019 – 2020				
2018 – 2019				
2017 – 2018				

➔ Add the detailed exam result of the previous academic years for studies outside our university college

2. Student situation (tick the box that applies to your situation)

- Dependent on parent(s)
 - Parents married
 - Single parent → Official address at: Father / Mother
 - Parents legally divorced/cohabitating since:
 - Father / Mother deceased in:
- Independent student living at home (**Officially you are dependent on somebody, but in reality you are self-supporting and you pay all your expenses yourself.**)
- Dependent on a third party: who:since:.....
 - This person is married since:
 - This person is legally divorced since:
 - This person is actually divorced since:



3. Study grant of the Flemish Community

- No
- Yes (Add the decision letter/e-mail of the Department of Study Grants for this and/or past academic year)
- o Amount 2021 – 2022 (if already known): €.....
 - o Amount 2020 – 2021: €.....
- I do not know (*Ask an employee of the Social Services' office for a calculation*)

4. Family situation

Mention below all persons officially living on your address					
	Name and first name	Date of birth	Activity, studies or profession	Dependent?	66% disabled?
Dependent on:				YES / NO	YES / NO
Partner of person you depend on:				YES / NO	YES / NO
Other persons/siblings:				YES / NO	YES / NO
				YES / NO	YES / NO
				YES / NO	YES / NO
				YES / NO	YES / NO

Did any changes occur in your family situation (e.g. unemployment, divorce, decease, illness, ...)? If yes, please specify the event(s) and date(s).

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5. Financial information

a) Overview of your parents'/caretakers' income

		FAMILY INCOME
Person you depend on		€..... (net/month)
Partner of person you depend on		€..... (net/month)
Total amount child allowance		€..... (net/month)
Alimony		€..... (net/month)
Other types of income (CPAS, rent, ...)		€..... (net/month)
		FAMILY EXPENSES
Loan or rent		€..... (per month)
Electricity and gas		€..... (per month)
Water		€..... (per month)
Internet, television and telephone costs		€..... (per month)
Medical expenses		€.....
Does your family has a car?		Yes / No
Exceptional costs or other (debts, high regular costs, except car loan) + justification		€.....



Please add the following documents to the request form:

- a copy of the income tax statement with the family income of 2019, taxation year 2020
- a pay slip with the current monthly income and holiday pay (2021)
- an attestation with the overview for 2021 of received monthly amounts of unemployment benefit (paid by the union or HVW/ Capac), pension (National Pension Department), illness benefit (health insurance company), disability (health insurance company or 'FOD Sociale Zekerheid'), social aid from the OCMW/CPAS, ... (bank account transcript)
- proof of received alimony, child allowance, ... (bank account transcript)
- proof of payment monthly rent or payment of monthly installment of a loan,...
- proof of exceptional or medical costs, debts, ...
- invoice of the monthly electricity, gas and water costs
- invoice of the internet, telephone and TV costs
- in case of (collective) debt settlement: an attestation of your debt mediator

b) If you are an actual self-supporting student

You are officially dependent on another person, but in reality you pay for all your costs yourself. You have a minimum income per month to prove you are self-supporting. Please explain your situation in detail below:

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6. Student budget (ALWAYS complete this part, no matter which status you have)

COSTS		
Accommodation		<i>Add a copy of your rental contract and recent invoices of the costs</i>
Rent	€..... (per month)	
Electricity and gas	€..... (per month)	
Water	€..... (per month)	
Internet	€..... (per month)	
Mobile phone	€..... (per month)	
Tuition fee	€..... (per year)	
Transportation		<i>Add a copy of your season ticket or proof of transport costs</i>
Train	€.....	
Bus/Tram	€.....	
Metro	YES / NO	
Bike + maintenance	YES / NO	
Books and course material	€..... (per year)	<i>Add your book list</i>
Study material	€ 50 fixed sum	
ICT (Computer, printer, cartridges, ...)	€ 400 fixed sum	
Study trip	€.....	<i>Add your estimated costs</i>
Costs of internship (abroad)	€.....	<i>Add your estimated costs</i>



Medical costs (not refunded by health insurance)	€.....	Add invoices/pharmacy costs
Other expenses (car loan not included)	€.....	Specify and prove
	€.....	
	€.....	
	€.....	
INCOME		
Student job(s)	€.....	Add pay slips

7. Motivation of the request (Why are you asking for support?)

Note: Please specify which kind of support you ask for and explain why. This support can have many forms: financial help for student accommodation, an intervention in the payment of your tuition fee, financial help for a study trip or other school invoice(s) for study material, a specific amount, free use of a laptop from the university college, a short or long term loan, ...

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REMARK: Request forms that are not handed in personally without having talked to one of the staff members of the Social Services' office, will not be handled.

The requestor declares to have filled in this request form completely and honestly and will notify the Social Services' office about all changes that take place after handing in this form.

Date

Signature

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<p>Social Service Campus Brussel Els Jacobs Tel. 02 210 16 69 Els.jacobs@stuvoplus.be</p> <p>Marie-Odette Moreau Tel. 02 608 49 25 Marieodette.moreau@stuvoplus.be</p> <p>Marieke Steurs Tel. 02 609 88 16 Marieke.steurs@stuvoplus.be</p> <p>General: socialedienstbrussel@stuvoplus.be</p>
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