

Profile Fund Regulations of Van Hall Larenstein University of Applied Sciences

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Brief description	As stated in Article 3, assistance is granted to students when, due to exceptional circumstances, they have incurred or are expected to incur study delays that prevent them from graduating during the nominal study duration.

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Article 1 Definitions

For the purposes of these regulations, the following definitions apply:

WHW	the Higher Education and Scientific Research Act
Institution	Van Hall Larenstein University of Applied Sciences
committee	the Profile Fund Committee that advises the E&R manager on student applications for financial assistance
E&R manager	the Education & Research manager mandated by the Executive Board to decide on applications for financial assistance under the Profile Fund Regulations
nominal study duration	the time a student takes to complete the study programme if there is no study delay; this is 4 study years for a Bachelor's programme and 2 years for an associate degree programme.
student	a person who, in accordance with the provisions of Article 7.32 of the WHW, is enrolled in a study programme of the institution as a full-time student and has a first enrolment at Van Hall Larenstein
study year	the period of time beginning on 1 September and ending on 31 August of the following calendar year
administrative grant	financial assistance under the Profile Fund Regulations for board positions (<i>bestuursbeurs</i>)
performance grant	in accordance with Article 5.1 of the Student Finance Act 2000, performance grant means: a supplementary grant, a travel facility and/or a single-parent family allowance provided by the Dienst Uitvoering Onderwijs (DUO)
DUO	Dienst Uitvoering Onderwijs, located in Groningen, the Netherlands

Article 2 Conditions of financial assistance

1. To be eligible for financial assistance, the following conditions must be met:
 - a. the student has suffered a study delay due to exceptional circumstances mentioned in Article 3;
 - b. the student is entitled to a performance grant for the course in question or has been entitled to a performance grant for the study programme in question;
 - c. the student must be enrolled as a full-time student at the time of application and both during the period of financial assistance and during the period of study delay, and must have paid statutory tuition fee to the institution for that purpose;
 - d. a student enrolled in a full-time study programme who is not a Dutch national or is treated as a Dutch national under a statutory provision and who does not pay the statutory tuition fee is still entitled to financial assistance in the form of an administrative grant;
 - e. the student must have fulfilled the obligation to register as described in Article 4;
 - f. the student must adhere to the agreements made with the student counsellor. These agreements are aimed at preventing or reducing new study delays or discussing termination of enrolment. This may mean that in cases where studying is not possible or hardly possible, the recommendation is to temporarily suspend enrolment;
 - g. in the event that the student is delayed due to exceptional medical circumstances, the student is not entitled to financial assistance until they have received an additional year of performance grant.
2. The student did everything reasonably possible to limit the damage of the exceptional circumstance to their study progress.

Article 3 Exceptional circumstances

The student's exceptional circumstances considered in applying Article 2 are:

- a. illness (including illness due to Coronavirus) or pregnancy and childbirth;
- b. a disability or chronic illness;
- c. exceptional family circumstances (including informal care for ill family members due to Coronavirus);
- d. for student parents, the care of children who have had to stay at home for a certain period of time because of Corona measures and have not been able to attend school or childcare, or only partially.
- e. engaging in top-level sports;
- f. membership on the board of a student organisation of a substantial size recognised by Van Hall Larenstein with full legal authority;
- g. membership of the board of a study association that organises activities for students of one or more study programmes of Van Hall Larenstein;
- h. other board activities that result in study delays of more than one month;
- i. an insufficiently study-accessible programme, because the scheduling of the study units and/or the accessibility of the study units within a programme make it impossible to complete the programme within the nominal study duration (this is not dependent on individually achieved study results);
- j. loss of the study programme's accreditation in which the student is enrolled;
- k. circumstances other than those referred to in (a) through (j) that, if an application for financial support from the E&R manager based thereon were not honoured, would result in unfairness of a predominant nature (hardship clause).

Article 4 Reporting exceptional circumstances to the student counsellor

1. As soon as a student incurs a delay to their studies due to exceptional circumstances or expects to incur a delay, they must report this to the student counsellor as quickly as possible, but always within 4 months of the exceptional circumstance occurring if it appears that the exceptional circumstance will last longer than one month (study delay > 5 ECTS credits). The student shall discuss the options with the student counsellor for limiting the study delay as much as possible, the possibility of temporarily interrupting the study and the possibility of terminating the study financing.
2. Late reporting will result in no compensation being paid for study delays incurred during the period prior to the time of notification.
3. In deviation from the first paragraph, a different procedure applies to board positions (Article 3 under f and g). This procedure is listed in the attachment to these regulations.

Article 5 Application for financial assistance

1. An application for financial assistance is submitted by using a designated application form (available from the student counsellor) to the Profile Fund Committee via email.
2. The application may be submitted immediately after the exceptional circumstance has occurred.
3. Financial assistance can only be awarded from the time the application reaches the Profile Fund Committee. No retroactive financial assistance will be awarded.
4. A different deadline applies to applications in the context of board positions (Article 3 under f, g and h). See the attachment to these regulations.
5. If the application is incomplete, the applicant will be given a period of 4 weeks to complete the application. If the application is not completed within this period, the application will not be further processed. The applicant will be notified.

Article 6 Supporting documents

The application must be accompanied by the following documents:

- a. if the application is based on one of the grounds referred to in Article 3 under a, b or c: a declaration by the student counsellor that the applicant has reported this to the student counsellor in good time, i.e. within four months of the occurrence of the circumstance in question, and has followed any advice given;
- b. if the application is based on one of the grounds referred to in Article 3 under a, b and c: a declaration by the student counsellor that the exceptional circumstances reported by the student exist and during which period they occurred/are occurring, based on documentary evidence or a declaration by a doctor, psychologist or other expert;
- c. if the application is based on the combination of studying while caring for children who, as a result of the coronavirus, did not attend school or childcare, or only partially, a statement from the student guidance counsellor showing the duration during which the delay occurred;
- d. If the application is based on engagement in top-level sports (Article 3, under e): a declaration by the student counsellor that the person concerned meets the requirements for top-level sport, based on a declaration by the NOC*NSF.
- e. if the application is based on an insufficiently study-accessible programme (Article 3, under i): a further substantiation of the nature of the circumstances provided with a confirmation thereof from the programme;
- f. in the case of an application pertaining to a board position, a statement of appointment;
- g. in case of board activities (Article 3, under f and g): a statement of the number of months granted by the board of the student organisation;
- h. If the application is based on one of the grounds referred to in Article 3 under a, b, c or d: an overview of the study schedule and the agreements made with the student counsellor showing which measures have been taken to limit the study delay as much as possible and which clarify the duration of the study delay.

Article 7 Determining a study delay

1. The period of study delay will be determined based on the duration of the exceptional circumstances, the educational programming, the actual delay incurred, and the time in which the delay can be compensated.
2. The maximum duration of financial assistance is 12 months, even if the duration of the exceptional circumstances and the actual delay incurred exceed this duration. There is a transitional arrangement for students who started their study programme no later than September 2017, they are entitled to 24 months of assistance.
3. The maximum duration of financial assistance for delays due to pregnancy is four months.
4. Notwithstanding paragraph 1, the student organisation shall indicate the duration of the study delay that has arisen on the basis of Article 3 under paragraphs f, g and h. For study associations, the maximum assistance period is 5 months per study year. The total assistance period on these grounds for the entire period of enrolment is 10 months. For study delays due to board work at a student organisation recognised by Van Hall Larenstein, a maximum assistance period of 6 months per study year applies. The total assistance period on these grounds for the entire period of enrolment shall not exceed 12 months per student.
5. The maximum financial assistance for top-level sports activities is twelve months over the entire period of enrolment.

6. If there is an overlap of recognised board work and recognised study delay due to force majeure or elite sports in the same period, then financial compensation will be adjusted accordingly.
7. Study delays of less than one month (5 ECTS credits) will not result in an award of financial assistance.
8. The E&R manager may make the provision of the facility conditional on the student actually studying.

Article 8 Decision

1. An acknowledgement of receipt will be sent to the applicant within 10 working days.
2. The Profile Fund Committee will issue a recommendation to the E&R manager as soon as possible, but no later than 8 weeks upon receipt of the complete application, based on which the E&R manager will make a decision.
3. The decision includes:
 - a. either the rejection of the application;
 - b. or the (partial) allocation of financial assistance;
 - c. or a declaration of inadmissibility because the application is made by someone who is not a student of VHL University of Applied Sciences and/or does not have a first enrolment at this university of applied sciences;
 - d. or failure to consider the application because an incomplete application was not completed within the time period.
4. The reasoned decision shall be communicated in writing to the person who submitted the application. The decision shall inform the applicant that they may object to the decision through the Complaints and Disputes Desk.

Article 9 Amount and payment of financial assistance

1. The amount of financial assistance to be awarded is €300. For students who have received a basic grant in the past, the amount of financial assistance is equal to the amount of the last basic grant received.
2. For students who are delayed due to a force majeure situation (not elite sports or board work), this amount is increased by a fee equal to the amount of the supplemental grant if the student received it during the nominal study period.
3. Disbursement of financial assistance for full-time students takes place on a monthly basis and can start from the moment the nominal study duration of the current study programme has ended. For students delayed due to a medical condition, financial compensation will be granted once the nominal study duration + 1 year has elapsed.
4. Financial assistance shall be terminated effective the first month after the study programme's final examination is passed, or effective the first month after the recipient of financial assistance terminates enrolment at the institution.
5. The applicant may request benefits at a later date provided this is done during their enrolment as a student.
6. Notwithstanding the third paragraph of this Article, payment of the financial assistance granted on the basis of board activities shall take place in a single payment after the end of the board year.

Article 10 Scope and duration of previously granted entitlement

If a study delay due to exceptional circumstances has occurred during enrolment in a study programme at another institution of higher education, prior to enrolment at Van Hall Larenstein, that study delay will only qualify for recognition if:

- a. the delay was also identified and recognised during enrolment at that other institution;
- b. that other institution has not yet disbursed financial assistance for the delay, and
- c. the delay in enrolment has been reported to the student counsellor of Van Hall Larenstein.

Such a claim for financial assistance shall be assumed by the E&R manager, on the understanding that the duration of the study delay, the conditions for granting assistance, and the amount and manner of disbursement of assistance may be redefined in accordance with these regulations.

Article 11 Profile Fund Committee

The Profile Fund Committee advises the E&R manager on the application for award. The committee consists of three people, a site director, a programme manager and the support manager.

Article 12 Recovery in case of incorrectly supplied data

If assistance has been or is provided based on the provision of incorrect data or fraud, the E&R manager may decide to retract all or part of the decision to provide assistance, which may lead to the cessation of assistance and possibly a demand for repayment of the assistance already provided. The Executive Board may also take additional, other appropriate action.

Article 13 Hardship clause

1. The E&R manager is authorised to decide on provisions for assistance of students in deviation of the provisions in these regulations in case of unfairness of a predominant nature including exceptional circumstances in application or disbursement.
2. In all cases not covered by these regulations, the E&R manager will decide on the advice of the Profile Fund Committee.

Article 14 Possibility for appeal

The decision of the E&R manager under these regulations may be appealed to the Complaints and Disputes Desk within 6 weeks. The Complaints and Disputes Desk will forward the objection by return mail to the Van Hall Larenstein Student Appeals Board, which will act as a dispute advisory committee to the Executive Board. The date of receipt established by the Complaints and Disputes Desk shall determine whether an objection was filed in a timely fashion. More information on how to file an appeal with the Complaints and Disputes Desk can be found in Chapter 6 of the Student Charter.

Appendix: Criteria and procedure for board activities

This appendix is an elaboration of Article 3 under 5, 6 and 7 of the regulations.

Article 1 Criteria for students

Students who are eligible for financial assistance in the form of an administrative grant (*bestuursbeurs*):

- a. have an initial enrolment at Van Hall Larenstein at the time of application;
- b. perform board activities in a student organisation with full legal capacity or in a study association that organises activities for one or more of Van Hall Larenstein's study programmes;
- c. have carried out the board activities for twelve months. If the student has not performed the board activities for twelve months, the administrative grant may be awarded pro rata.
- d. have had a primary enrolment at Van Hall Larenstein during the term of office. If students are initially enrolled at Van Hall Larenstein for only part of their administrative year, the administrative grant will be awarded pro rata.

Article 2 Criteria for organisations

The student organisations referred to in Article 1 may be associations or foundations.

In the case of student associations, they must meet the following conditions:

- a. have full legal capacity;
- b. focus on the student community of Van Hall Larenstein, according to its statutes;
- c. be open, in principle, to all students at Van Hall Larenstein;
- d. at least 75% of the members must be enrolled as students at Van Hall Larenstein;
- e. include at least 75 members enrolled at Van Hall Larenstein;
- f. the activities must not be predominantly commercial in nature.

In the case of study associations, they must meet the following conditions:

- a. have full legal capacity;
- b. focus on the student community of one or more programmes at Van Hall Larenstein, according to its statutes;
- c. have a subsidy application approved under the remuneration regulations;
- d. if the study association focuses on a single programme, this programme must have at least 75 students enrolled at Van Hall Larenstein; if a study association focuses on multiple programmes, these programmes must have at least 75 students collectively enrolled at Van Hall Larenstein;
- e. the activities must not be predominantly commercial in nature;

In the case of foundations, they must meet the following conditions:

- a. focus on the student community of Van Hall Larenstein, according to its statutes;
- b. plausibly argue that the activities will benefit at least 40 students enrolled at Van Hall Larenstein.

Article 3 Procedure for student associations and foundations

1. Every student organisation or foundation that believes it meets these criteria and wants to be recognised can submit a well-founded request to the Profile Fund Committee to be considered for a number of months of administrative grants. A request must be made by 1 March prior to the study year. The same is true if a student organisation already on the list wants more months of subsidy.
2. Student associations, when submitting an application, must file a membership list showing the association has the minimum number of members to be eligible for administrative grants.
3. In response to these applications, the Profile Fund Committee will compile a list by 1 May of each year that will apply to the following study year. This list is exhaustive and includes the names of the organisations with the number of months awarded to them.
4. Organisations are then given the opportunity to submit the names of those eligible for assistance with the number of months for each person within two weeks of the transfer of the board position. Registration is done with a special form sent to the organisations.
5. The board member may apply for financial assistance beginning two months before the expiration date of the board membership, but no later than six months after the end of this period. The entitlement lapses after this date. Only students who have an initial enrolment at Van Hall Larenstein at the time of application are eligible for an administrative grant.
6. The maximum number of months per person per study year for student organisation board members is six, even if the person performs multiple functions in the same year. The total number of months of an administrative grant over the entire study period can be no more than twelve months.
7. If no new applications have been received from organisations by 1 March of any study year, the month distribution of the current study year will be maintained.
8. When a student ceases all or part of the approved board activity, the grant will be prorated and paid out.

Article 4 Procedure for study associations

1. Any study association that believes it meets the criteria may submit an application for administrative grants to the site director.
2. Applications for administrative grants should be submitted at the same time as the subsidy application (more information on the subsidy can be found in the remuneration regulations).
3. The application must also be accompanied by a budget and a plan of activities approved by the contact person at the programme.
4. The application for administrative grants must be submitted by 1 June each year.
5. The maximum number of months per person per study year for study association board members is five, even if the person performs multiple functions in the same year. The total number of months of an administrative grant over the entire study period can be no more than ten months.

Article 5 Consistency with remuneration regulations

Those who are compensated for holding a board position by the Van Hall Larenstein student remuneration regulations are not eligible for an administrative grant. This applies at the very least to membership of the programme committee and the Participational Council (PC). This remuneration is such that it compensates for the study delay caused by the board activity, so that the person concerned is no longer entitled to a benefit under these regulations.

Article 6 List of recognised board activities for student associations

Arbori: 42 months
Quercus: 42 months
Osiris: 42 months