

# Relief fund for acute distress

## What to do when you are in financial distress?

### **Application for the granting of grants from the aid fund of the Studierendenwerk**

If you find yourself in a financial emergency and are prevented from properly completing your studies, please contact us about our financial aid fund.

The relief fund can provide money very quickly to bridge an acute financial emergency. Grants from the Relief Fund do not have to be repaid.

Grants from the relief fund are usually only approved after the end of the first semester and can amount to up to 1000 euros based on need.

You should first read the **guidelines for awarding aid funds** to see if you belong to the eligible target group for a grant.

Please fill out the following application completely, legibly and truthfully.  
The basis for a grant is your written application by email to [beratung@stw-vp.de](mailto:beratung@stw-vp.de).

#### **Problems filling out the form? Just give us a call, we'll help you in no time at all!**

Social services and counselling

Phone: ++49 6341 - 9179 180

Mail: [beratung@stw-vp.de](mailto:beratung@stw-vp.de)

Guidelines and application form on the following pages

## **Guidelines for the allocation of aid funds**

### **Please check carefully whether you are eligible to apply for money from the relief fund:**

1. Aid funds are awarded in accordance with the business plan. They may only be granted to students who are liable to pay fees to the Studierendenwerk Vorderpfalz.  
There is no legal entitlement to the payment of an assistance fund.
2. Assistance funds are awarded as grants. As a rule, aid funds are only granted after the end of the first semester.
3. If the standard period of study is exceeded by more than one year, a certificate of achievement must be submitted.
4. Aid funds are only granted to students who find themselves in a financial emergency through no fault of their own and are thus prevented from properly completing their studies.
5. The applicant is expected to make a reasonable contribution to alleviating his/her difficult situation. This includes in particular taking up gainful employment and / or taking out a loan.
6. The aid fund is granted up to a maximum amount of 1000 euros to the applicants according to their needs. The actual amount disbursed and the modalities depend on the need determined in the obligatory counselling interview. The payment can be made once or in several instalments. Multiple applications are possible, but the total amount of all disbursements may not exceed the maximum sum of 1000 euros.
7. A committee consisting of a representative of the Studierendenwerk Vorderpfalz and a representative of the general student committee of the participating universities.
8. The award will only be discussed if a written application is submitted that provides exhaustive information about the applicant's financial need. The application must be accompanied by the university's certificate of enrolment as well as documents and evidence supporting the application. This also includes bank statements, loan agreements, tenancy agreements, proof of income as well as further documents justifying the hardship. Missing documents will result in the application not being forwarded to the committee for a decision.
9. Applicants who have provided false or incomplete information in their application will not receive any benefits from the Studierendenwerk Vorderpfalz: any amounts already paid out must be refunded to the Studierendenwerk Vorderpfalz.
10. Aid funds must be repaid by the recipient if the reason for the financial hardship no longer applies. The recipient undertakes to inform the Studierendenwerk immediately.
11. The decision on the approval or rejection of the application is communicated to the applicant in writing.
12. The granted amount of the relief fund will be transferred to the specified account.  
Cash payment is not possible.

To the  
Studierendenwerk Vorderpfalz  
Institution under public law  
Xylinderstr. 17  
76829 Landau in the Palatinate

## Application for the granting of a relief fund

**Please fill out the application completely and truthfully!**

**The completed application must be signed and sent with all supporting documents to:**  
[beratung@stw-vp.de](mailto:beratung@stw-vp.de). **After the application has been reviewed, an appointment will be made for a personal interview.**

All fields marked with an asterisk are mandatory and must be completed.

### Applicant

Name, first name\*

E-Mail\*

Phone.:\*

Born on\*

Nationality\*

Semester address\*

### Bank details

IBAN\*

BIC\*

Credit institution

### Enrolment

University\*

RPTU Landau

Semester

University Ludwigshafen

Semester

University Worms

Semester

**Standard duration  
of study\***

Semester

**expected degree\***

Please specify month and year



**Explanation of the emergency situation (in detail, use another sheet if necessary).  
What has led to the emergency situation?**

**Declaration:**

**To the best of my knowledge, I confirm that the information I have provided is complete and correct. I confirm that any benefits wrongly received from the Studierendenwerk Vorderpfalz are to be reimbursed immediately.**

I consent to the processing of my personal data for the purpose of processing my application. I can revoke my consent at any time by sending an email to [beratung@stw-vp.de](mailto:beratung@stw-vp.de)! I have read and agree to the information on data protection under the link [Privacy Policy of the Studierendenwerk](#).

Place, date

Signature applicant

Please save the application and send it as an attachment with all supporting documents by e-mail to [beratung@stw-vp.de](mailto:beratung@stw-vp.de).

**CHECKLIST of all necessary documents, receipts, proofs etc.,  
that must be attached to the application:**

- currently valid certificate of enrolment
- bank statements of all your accounts for the last three months!
- birth certificate(s) of the children, if applicable
- enclose documents and evidence supporting the application (BAföG, etc...)
- existing loan agreements
- rental contract of own flat
- proof of income (pay slips,...)
- please be sure to sign the privacy policy in the application