

Student Emergency Fund Regulations

Annex h to the Student Statute

Citation Title	Student Emergency Fund Regulations
In effect from	1 September 2013
Approved by the Executive Board	27 august 2013
Assent from the Participational Councils	For information purposes, no Participational Council rights
Legal Basis	Voluntary
Particulars	None
Short Description	The Student Emergency Fund Regulations provide for an Emergency Fund and an Emergency Committee that advises the Executive Board on granting loans or gifts to students who are enrolled at the University of Applied Sciences and who find themselves in or are threatened to become involved in financial problems.

Article 1 Definitions

In this regulation, the following is understood by the term:

- a Executive Board: the Executive Board as meant in Article 13 of the Statutes of the Van Hall Larenstein Foundation, respectively Section 2 of the Administrative and Management Regulations;
- b Student Dean: a student dean of the University of Applied Sciences;
- c University of Applied Sciences: Van Hall Institute and Larenstein University of Applied Sciences;

Article 2 Institution of the Emergency Fund

An Emergency Fund exists for students who are enrolled at the University of Applied Sciences.

Article 3 Capital of the Emergency Fund

The capital of the Emergency Fund is formed by:

- a donations from the University of Applied Sciences;
- b all other acquisitions and revenues.

Article 4 Goal and possible claims

1. The Emergency Fund aims to offer financial support to students who are enrolled at the University of Applied Sciences by providing a loan and, in exceptional situations, by providing a gift if:
 - a the student is in acute financial problems or is threatened to become involved in such problems;
 - b the financial problems are of an incidental nature;
 - c a one-time loan or gift offers a real and effective solution;
 - d the student cannot appeal to other funds or regulations that are customary for him and if no other solutions are possible; and
 - e the remaining circumstances of the case in reasonableness and fairness justify financially supporting the student.
2. Only the budget that the Executive Board has allocated for loans and or gifts can be awarded in a year.

Article 5 Profile fund Committee acting as Emergency Fund Committee

1. The members of the Profile Fund Committee act as members of the Emergency Fund Committee.
2. The members of the Emergency Fund Committee do not fulfil any other positions that may interfere with the good execution of their duty.

3. The Executive Board ensures that the Emergency Fund Committee has at its disposal the facilities that it needs to execute its duties well.
4. The Executive Board ensures that this regulation is published.

Article 6 Duty

- 1 Based on a student's request, the Emergency Fund advises the Board of Directors to award a loan or a gift from the Emergency Fund.
- 2 With due observance of this regulation, the Emergency Fund Committee can establish more specific policy regulations regarding the cases in which a student can be considered for a loan or gift from the Emergency Fund.

Article 7 Operating Procedure

- 1 The Emergency Fund Committee determines its operating procedure following the law and this regulation.
- 2 The Emergency Fund chairperson determines the location where and the time when the request will be dealt with.
- 3 The Emergency Fund Committee is authorized to consult experts.

Article 8 Request

- 1 A student submits a written request for a loan or gift from the Emergency Fund to the Emergency Fund Committee (address: VHL, for the attention of the Emergency Fund Committee, PO box 9001, 6880 GB Velp).
- 2 The request is signed by the student and contains at least:
 - a the date;
 - b the name and address of the student;
 - c the reason for the request;
 - d a dean's recommendation. In the case of a loan, this recommendation can include a proposal for repaying the loan.
- 3 At the student's request, the dean provides the student with information about the request and attaches a recommendation to the request.

Article 9 Decision

- 1 The Emergency Fund Committee issues a recommendation to the Executive Board no later than one month after the request has been received. The Emergency Fund Committee can hold over the recommendation for a maximum of one month. The student will be informed in writing about the postponement. The time limits named in this article are suspended during the holidays of the University of Applied Sciences.
- 2 The Emergency Fund Committee will justify its recommendation.
- 3 The dean will give the Emergency Fund Committee, at its request, a more detailed recommendation with regard to the request.
- 4 The Emergency Fund Committee does not issue any recommendation on a request that it partially or fully denies without having given the student the opportunity to be heard. The student can be assisted by counsel or an adviser. The Emergency Fund Committee can refuse assistance from a person against whom there are serious objections and who is not a lawyer.
- 5 The hearing can be refrained from if the Emergency Fund Committee thinks that the student submits a request which doesn't meet the aims of the Emergency Fund, as mentioned in article 4 en where possibly a claim to financial support can be made to another organisation or institute.
- 6 The Emergency Fund Committee can only come to a recommendation when at least two of the three committee members are present.
- 7 Every member of the Emergency Fund Committee has one vote.
- 8 The Emergency Fund Committee strives to reach a unanimous recommendation. When it turns out that this is not possible, a recommendation will be made with a simple majority of the number of valid votes cast.

- 9 The Executive Board will communicate its decision as quickly as possible in writing to the student.
- 10 No appeal can be made against the decision of the Executive Board.

Article 10 Student Obligations

The student is obligated:

- a to do everything possible to prevent or to limit financial problems and to resolve financial problems as much as possible by himself;
- b to provide the committee with all information, correct and complete, that is important to evaluating his request;
- c to report to the committee in writing as quickly as possible all facts and circumstances that could withdraw or change the financial support;
- d to provide the committee with all requested information to test the legitimacy of the granted financial support.

Article 11 Withdrawal, change or reclamation

If the student has not met an obligation on the grounds of Article 10 of this regulation, the Executive Board can decide to:

- a withdraw or change its decision on awarding financial support;
- b immediately reclaim the awarded financial support.

Article 12 Responsibility and reporting

- 1 The Emergency Fund Committee is accountable to the Executive Board.
- 2 The Executive Board draws up a budget per calendar year and makes this known to the Emergency Fund Committee.
- 3 Per calendar year the Emergency Fund Committee prepares an annual report on its activities and sends this report to the Executive Board within three months after the close of the calendar year.

Article 13 Confidentiality

The Emergency Fund members will treat the information that they acquire during their work activities confidentially.

Article 14 Further rules, guidelines and instructions

With regard to the provisions in this regulation, the Executive Board can give further rules, guidelines and instructions.

Article 15 Unforeseen cases

In cases not provided for in this regulation, the Executive Board will decide.

Article 17 Entering into Effect and Citation Title

- 1 The regulation comes into effect on 1 September 2013.
- 2 This regulation will be cited as: "Student Emergency Fund Regulation" and will be included as an annex in the Student Statute.