

Application Guide

Overview by Grant

General Information

Proof of social need

For most grants offered by the ÖH Uni Graz, you can prove your social need in two ways:

1. Recognised proof

If you receive one of the following benefits, a corresponding proof is sufficient:

- Study grant (Studienbeihilfe)
- ORF licence fee exemption
- Prescription fee exemption
- Housing allowance (province or municipality)
- Support from the ÖH Uni Graz Social Fund

In this case, you do **not** need to submit bank statements, income documents or proof of savings.

2. Income and expenses

If you do not have a recognised proof, you must document your social need based on your financial situation. This includes, among others:

- complete bank statements for the last 6 months
- income documents
- proof of savings
- a social security insurance record

Exception: **Social Fund**

For the Social Fund, these documents must **always** be submitted, regardless of whether you receive e.g. a study grant.

Reference to the at-risk-of-poverty threshold

The assessment of social need is based on the Austrian at-risk-of-poverty threshold.

- At-risk-of-poverty threshold 2024: € 1,661.00 per month (single household)
- Relevant for ÖH Uni Graz grants: 80 % of this amount
€ 1,328.80 per month

The assessment considers:

- your average monthly income over the last 6 months

- in relation to your necessary monthly expenses

Assessment period

All income and expense information must refer to the last 6 months prior to application and must be verifiable with documents.

Income does not only mean employment

Income includes all regular and irregular inflows of money, for example:

- employment income (including marginal employment)
- study grant and family allowance
- financial support from parents, partner or family
- transfers from third parties
- tips, side jobs and honoraria

Cash support from parents must also be declared and confirmed by a signed statement from the supporting person.

Social Fund

The Social Fund supports students in acute financial emergencies. Stricter documentation requirements apply compared to other grants.

The following documents must always be submitted (regardless of whether you receive a study grant):

- study record for the current semester
- proof of academic progress for the last two semesters
(at least 16 ECTS or 8 semester hours, except for first-semester students)
- complete bank statements for the last 6 months
(all income and expenses must be visible)
- proof of existing savings
(e.g. savings account, investment account, building savings plan)
- social security insurance record
(only required if you are employed), or confirmation that it is not available

Additionally required:

- completed “Monthly Income and Expenses” form
- description of your current financial emergency, including
 - what happened
 - which costs are affected
 - why you cannot cover these costs yourself
- supporting documents, if available
(e.g. reminders, invoices, cost estimates, official decisions)

All other public funding options must have been exhausted.
One application per academic year is possible.

How much support can I receive from the Social Fund?

The Social Fund is a one-time payment for an acute financial emergency.
The amount depends on the documented and urgently necessary costs.
The maximum support is up to € 900.00 per person per academic year.
There is no entitlement to the maximum amount; the decision depends on the applicant's individual financial situation.

Book Grant

The Book Grant supports study-related books and learning materials.

Always required:

- study record for the current semester
- proof of academic progress for the last two semesters
(at least 16 ECTS or 8 semester hours, except for first-semester students)

Proof of social need – two options

Option A: Recognised proof

If you receive, for example:

- study grant
- ORF licence fee exemption
- prescription fee exemption
- housing allowance
- support from the Social Fund

this proof is sufficient.

Option B: No recognised proof

You must additionally submit:

- complete bank statements for the last 6 months
- income documents for the last 6 months
- proof of savings
- social security insurance record
- “Monthly Income and Expenses” form

One application per semester is possible.

Travel Cost Grant

The Travel Cost Grant is intended for teacher training and business education students who must attend courses outside Zone 101.

Always required:

- study record for the current semester
- proof of academic progress for the last two semesters
(at least 16 ECTS or 8 semester hours, except for first-semester students)
- proof of the attended course
(e.g. course registration, timetable, confirmation)
- proof of travel costs
(e.g. tickets, receipts, semester ticket)

Proof of social need:

- with recognised proof: no additional documents required
- without recognised proof:
bank statements, income documents, proof of savings, social security insurance record and income/expenses form

Excursion Grant

The Excursion Grant supports mandatory or study-related excursions.

Always required:

- study record for the current semester
- proof of academic progress for the last two semesters
(at least 16 ECTS or 8 semester hours, except for first-semester students)
- proof that the excursion is mandatory or study-related
(e.g. curriculum, confirmation from the course instructor)
- cost breakdown of the excursion
(participation fee, travel, accommodation, etc.)

Proof of social need:

- with recognised proof: sufficient
- without recognised proof: full income and expense documentation

Psychotherapy Grant

The Psychotherapy Grant supports students with psychotherapy costs if no free therapy is available.

Always required:

- study record for the current semester
- proof of academic progress for the last two semesters
(at least 4 ECTS or 2 semester hours, except for first-semester students)

Proof of social need:

- with recognised proof: no income documents required
- without recognised proof:
bank statements, income documents, proof of savings, social security insurance record and income/expenses form

Important:

- invoices or fee notes must only be submitted after approval
- one grant per semester

Language Course Grant

The Language Course Grant supports successfully completed language courses at *Treffpunkt Sprachen*.

Always required:

- study record for the current semester
- proof of academic progress for the last two semesters
(at least 16 ECTS or 8 semester hours, except for first-semester students)
- proof of successful course completion
- confirmation that no other funding was received for the course

Proof of social need:

- with recognised proof: sufficient
- without recognised proof: full income and expense documentation