

# 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