

## **Face Sheet on the Application for Subsidy from the Aid Fund of the Student Body of the TU Braunschweig**

Dear Applicant!

1. Please fill in the form completely and sign it. All required documents (see below) have to be copied by you, added to the application by yourself and handed in personally during the office hours of the Sozialreferat at the AStA.
2. Every student of the Technische Universität Braunschweig is allowed to get subsidy for a maximum of three semesters for his/her duration of study. Undergraduate/intermediate diploma students should not take more than two subsidies.
3. If you are eligible for BAföG or the BAföG bank loan, subsidy cannot be disbursed.
4. The application has to be handed in due to the \_\_\_\_\_ at the Sozialreferat. Everything that comes in later cannot be considered.

Best regards,  
Your Sozialreferat

We can answer your questions during the office hours or via e-mail ([asta-sozialreferat@tu-bs.de](mailto:asta-sozialreferat@tu-bs.de)).

The following attachments have to be handed in as copy, originals have to be shown:

- Identity Card/ Passport (if in possession: Residence permit)
- Certificate of Enrollment
- Curriculum Vitae with Photo
- Rental agreement
- Statement for all bank accounts (including credit cards) for the last three months, backdating from the date of application (**complete**)
- If working: attestation of the employer for the last six months
- Confirmation of debts (including private)
- For first application: Copy of previous university degree (no high-school diploma)

additionally for

- Bachelor- and Master students: **complete** course of study from the QIS-Portal
- Diploma-/State examination students: course of study from the examination office or study coordination office

# Student Body of the Technische Universität Braunschweig

## Application for Subsidy from the Aid Fund of the Student Body

### 1. Applicant

Last Name:	First Name:
Name given at Birth:	Country of Citizenship:
Date of Birth:	Place of Birth:
Address of Residency during the Semester Street & House Number :	
Postal Code and City:	Telephone Number:
E-Mail:	
Home Address:	

### 2. Information about your Family

#### 2.1 Information about Husband/Wife or Partner in a Common Law Marriage

Last Name:	First Name:
Date of Birth:	Place of Birth:
Address Street & House Number:	Postal Code and City:
Occupation:	Monthly Net Wage:

#### 2.2 Information about Children

Number of Children:	Age of Children:
Child Support:	Other Child Support:

### **2.3 Information about your Mother**

Last Name:	First Name:
Name given at Birth:	Country of Citizenship:
Date of Birth:	Place of Birth:
Address Street & House Number:	Postal Code and City:
Occupation:	Monthly Net Wage:

### **2.4 Information about your Father**

Last Name:	First Name:
Name given at Birth:	Country of Citizenship:
Date of Birth:	Place of Birth:
Address Street & House Number:	Postal Code and City:
Occupation:	Monthly Net Wage:

### 3. Course of Studies

What subject are you currently studying and since when are you enrolled there?

\_\_\_\_\_

In which semester of your current subject are you? \_\_\_\_\_

In which semester at university are you? \_\_\_\_\_

When are you planning to graduate your current degree program?

\_\_\_\_\_

How many credit points did you earn already? \_\_\_\_\_

Have you been enrolled in another subject of study, if yes which?

\_\_\_\_\_

**If you are in a Bachelor program:**

Are you planning to complete a Master? \_\_\_\_\_

If so, when do you expect to graduate? \_\_\_\_\_

**If you study Diplom-/ State Examination:**

Did you already have the exam? If so, when?

\_\_\_\_\_

If you did not take the exam yet: When are you planning to take the exam?

\_\_\_\_\_

**Previous University Degree:**

Kind of Degree	Date

#### **4. Previous Applications from the aid fund of the AStA**

##### **4.1 Subsidy from the aid fund (has been paid-off about 5 month)**

Did you previously apply for subsidy from the aid fund?

yes

no

If yes, in which semester and was it approved or declined?

<b>Semester of Application</b>	<b>Approved or Declined</b>

##### **4.2 Short-Term Credit from Aid Fund**

Did you already receive a short-term Credit from the aid fund of the AStA?

yes

no

If yes, which amount do you have to return?

## 5. Other Applications

Did you apply for other benefits like stipends, credits, subsidies and social benefits this semester?

Or do you **plan** to apply?

yes

no

If yes, which?

<b>Kind</b>	<b>Application already filed</b>	<b>Application planned</b>	<b>Confirmation or Rejection received</b>
Carolo-Wilhelima-Stipend			
Braunschweiger Bürgerpreis			
Housing Benefit (Wohngeld)			
DAAD			
ESG			
Others			

**As soon as information arrives please hand it in!**

## 6. Study Financing

### 6.1 Previous Stipends/Credits/Subsidies

(During the entire studies)

Kind	From – To	Total Amount	Not Received (please tick)
AStA – Aid Fund			
Studentenwerk (BAföG)			
Carolo-Wilhelmina- Stipend			
Braunschweiger Bürgerpreis			
DAAD			
ESG			
Others			

### 6.2 Average Income:

Please fill in **all boxes**. If no income, please enter **an X** in these boxes.

	During the last half year		For the coming semester	
	Monthly	Full Amount	Monthly expected	Full Amount expected
From own Work				
Support by Parents				
Support by Siblings/ Relatives				
From Stipends/Credits/ Subsidies/Social Benefits				
Others				

6.3 Own resources:  none or \_\_\_\_\_ Euro

## 7. Expenses

### 7.1 Monthly Expenses

<b>Kind</b>	<b>Amount in Euro</b>
Health insurance	<input type="checkbox"/> none, because of family insurance
Rent incl. additional costs	
Electricity	
Telephone/Internet	
Food	
Others	

### 7.2 Debts (including private)

<b>Kind of debt (with whom)</b>	<b>Since when?</b>	<b>When hast it to be returned?</b>	<b>Amount</b>



## 8. Detailed Motivation for your Application (spare sheet of paper possible):

Why are you in a financial emergency situation?

### **Legal Statement:**

I affirm the accuracy and completeness of the information I gave and commit that I will inform the AStA about every change of my financial situation especially concerning own work, internships and/or growth of my resources e.g. inheritance immediately.

I am aware that culpable incorrect, incomplete or belated information consequently cause the loss of any support from the aid fund of the student body of the TU Braunschweig and are also followed by filed charges of deceit.

I commit that I will pay back every overpaid fund amount that is based on false information that does not comply with my actual situation during the appropriation period even though it is not my fault.

I will inform the AStA about every change of my address.

I agree that my information can be checked with the support of the matriculation office.

To avoid double appropriation of my application I agree that for a purposeful appropriation of a subsidy from the aid fund following data are checked between the Social advisory service of the student union Braunschweig and the Sozialreferat of the AStA: Matriculation Number, amount submitted and period of approval.

Braunschweig, the \_\_\_\_\_

\_\_\_\_\_  
Signature

