

**Federal Ministry
of Education and Research**

**Additional auxiliary terms and conditions
for the implementation of
interim financial aid for students faced with pandemic-
related financial hardship (regulations)**

This version: 20 August 2020

As special auxiliary terms and conditions, the regulations contain auxiliary terms and conditions within the meaning of section 36 of the Administrative Procedure Act (VwVfG) and the necessary explanations.

Introduction to the “additional auxiliary terms and conditions for the implementation of interim financial aid for students faced with pandemic-related financial hardship” (regulations)

The Federal Ministry of Education and Research (BMBF) is providing 100 million euros to Germany's student services organisations (*Studierendenwerke/Studentenwerke*) for the provision of interim financial aid (*Überbrückungshilfe*) to students faced with pandemic-related financial hardship (interim financial aid). The student services organisations take responsibility locally for reviewing and processing online applications for the interim financial aid. The BMBF does not award any interim financial aid itself under this measure.

The interim financial aid is intended to be used to help those students who can prove that they are faced with pandemic-related financial hardship and who need immediate help and do not have access to other forms of support. The interim financial aid complements the other initiatives that have already been launched to support students in the unprecedented situation caused by COVID-19.

With these regulations, the BMBF establishes the conditions for financial support. These include the prerequisites for eligibility and the level of financial support.

The student services organisations are bound by these regulations in relation to the BMBF. The agreements made with the individual student services organisations which are based on these regulations and on the supplementary regulations of the individual student services organisations are binding for students.

There is no legal entitlement to the interim financial aid vis-à-vis a student services organisation; this will be communicated to students when they make an application. The student services organisations take decisions on granting interim financial aid after due assessment within the budget funds available. Interim financial aid takes the form of a non-repayable grant.

I. Financial support for students faced with pandemic-related financial hardship

1. Eligibility

- 1.1 Students may apply for interim financial aid if they are enrolled at a public or state-recognised higher education institution in Germany and are not on leave of absence from their studies at the time of application. This also applies to foreign students.
- 1.2 Students are not eligible to apply if they are enrolled at colleges of public administration or universities of the *Bundeswehr* (the federal armed forces), in part-time study programmes alongside established careers (*berufsbegleitendes Studium*) or integrated “dual” work-study programmes, as guest students or at non-state recognised institutions.
- 1.3 There is no legal entitlement to interim financial aid.

2. Requirements

- 2.1 The granting of interim financial aid presupposes that a student can prove pandemic-related financial hardship, needs immediate help and is unable to overcome the individual pandemic-related hardship by making use of other support. The documents listed in section 5.4 below must be submitted.
- 2.2 Students benefiting from loans, scholarships or similar in the relevant month are not excluded from submitting applications for interim financial aid.

3. Responsible organisations and implementation

- 3.1 The procedural details for determining the fulfilment of the requirements stated in section 2 above are subject to the regulations set out in sections 4 and 5 below.
- 3.2 The student services organisations are the point of contact for students enrolled at the higher education institutions for which they are responsible under the laws on student services and higher education, unless the student services organisations agree otherwise among themselves; where higher education institutions have no responsible student services organisation, the German National Association for Student Affairs (*Deutsches Studentenwerk*, DSW) determines a student services organisation to be responsible in consultation with it.
- 3.3 The overall amount of funds that the BMBF will make available to student

services organisations for the provision of interim financial aid is 100 million euros. The funds are to be allocated according to need based on the number of students within the remit of each student services organisation in the 2018-2019 winter semester. In order to adjust the levels of funding where necessary to the different student services organisations' actual demand, a daily notification of the number of applications for interim financial aid received, processed and approved by the student services organisations is to be provided via the IT tool used for processing and commissioned by the German National Association for Student Affairs (DSW) (see section 3.4). Where necessary, the funding to the student services organisations can be adjusted at short notice on the basis of these notifications. This must be agreed with the affected student services organisations and relates exclusively to funds not used or not tied to applications.

- 3.4 The student services organisations may deduct an administrative fee of 25 euros (net) per processed application from the funds allocated to them for interim financial aid. This is included in the funds allocated to the individual student services organisations.
- 3.5 The student services organisations must use the IT tool commissioned by the German National Association for Student Affairs and made available to the student services organisations for the submission and processing of applications/granting of interim financial aid. All the necessary steps for submitting and processing applications/granting of interim financial aid are set out in the IT tool. The BMBF will provide a guide for entering information in the IT tool to the student services organisations.
- 3.6 The student services organisations take decisions on granting interim financial aid after due assessment in accordance with these regulations and within the budget funds available. The order in which applications are processed is determined by the date the documents are received in full by the student services organisation concerned.

4. Form, duration and amount of financial support

- 4.1 Interim financial aid may be granted upon application on a monthly basis to eligible students for the calendar months June, July, August and September 2020, provided that they meet the requirements set out in section 2. Interim financial aid is awarded in the form of a non-repayable grant.
- 4.2 The amount of the grant will be at least 100 euros and no more than 500 euros.

- 4.3 The amount depends on the balance of the applicant's bank account at the time of application and breaks down as follows:

Bank balance	Grant amount
less than € 100.00	€ 500.00
between € 100.00 and € 199.99	€ 400.00
between € 200.00 and € 299.99	€ 300.00
between € 300.00 and € 399.99	€ 200.00
between € 400.00 and € 499.99	€ 100.00

- 4.4 Students may waive part of the grant and request one of the lower amounts.

II. General provisions

5. Applications and granting of interim financial aid

- 5.1 The student services organisations only grant interim financial aid upon application.
- 5.2 Applications for interim financial aid must be submitted to the responsible student services organisation separately for each calendar month (June, July, August, September 2020). Applications may only be submitted in the month concerned.
- 5.3 Only one application is allowed per month. Applications which are rejected due to incomplete information or other formal deficiencies will not be considered for funding. Applications are deemed to be incomplete if documents required under these regulations are missing and therefore no decision can be made about the application.
- 5.4 The following must be submitted together with the application:
- 5.4.1 Higher education enrolment certificate for the summer semester 2020;
 - 5.4.2 Identity card or equivalent official proof of ID;
 - 5.4.3 Details of a bank account in Germany;
 - 5.4.4 Declaration that for the month for which the interim financial aid is applied for, the applicant has not requested and is not planning to request financial assistance from other pandemic-related support schemes (e.g. from emergency funds, charitable foundations, funding associations) from which further income can be expected during the month concerned;

- 5.4.5 Declaration by the student about their pandemic-related financial hardship giving the reason for the hardship (loss or significant reduction of gainful employment or self-employment or of parental support due to loss of parental income) as well as documents providing supporting evidence. These may be:
- the notice of termination of employment¹ or the suspension of employment by the employer(s),
 - a declaration by the applicant on the loss of self-employment (clients, nature and scale of work; details about what contracts and how many have been lost; scale of the lost income) and/or
 - a declaration by the applicant about the loss of parental maintenance payments (providing details about the type and level of maintenance payments lost and when and for what reasons they stopped);
- 5.4.6 complete documentation sorted chronologically by date of the situation of urgent financial need by way of the current bank balance and account transactions (credited and debited on the bank statement(s)) of all bank accounts since February or March 2020 (depending on the date(s) that the last income was credited);
- 5.4.7 declaration by the applicant that they expect to complete their course of study successfully;
- 5.4.8 notification of provision or refusal of consent to be included in social-scientific research under BMBF auspices – this response has no influence on whether or not a grant will be awarded;
- 5.4.9 declaration of acceptance of the requirements of the relevant student services organisation with regard to eligibility, the prerequisites for qualifying for interim financial aid, the calculation of the amount of the interim financial aid, the terms of payment, the grounds for termination of the agreement (set out in section 5.5) relating to the payment, as well as resulting obligations for repayment by the student;
- 5.4.10 declaration that the information provided in the application is correct and that any changes will be notified without delay;

¹ The non-extension of an existing employment contract may also be considered a termination of employment (supporting documents: employment contract and declaration by the applicant that the contract was not extended due to the pandemic).

- 5.4.11 Confirmation by the applicant that they are aware of the consequences of providing false information (demands for repayment and possibility of classification as a criminal offence).
- 5.5 The student services organisation informs the student about the decision on their application (positive or negative) by e-mail. If the interim financial aid is granted, the e-mail includes a binding agreement for the individual case of the requirements upon which the payment is based and which have already been made the subject matter of the application as per section 5.4.9, in particular:
 - 5.5.1 amount of interim aid to be awarded on the basis of the application documents;
 - 5.5.2 terms of payment;
 - 5.5.3 recognition of the grounds for termination of the agreement and for repayment obligations (section 6.1) by the student;
 - 5.5.4 submission upon request at any time of other documents considered necessary for reviewing the fulfilment of the requirements for support.

6. Termination of the agreement, repayment of the interim financial aid

- 6.1 Where there is a compelling reason, the student services organisations are required to partly or wholly terminate agreements as defined in section 5.5. It is deemed to be a compelling reason in particular if the student services organisation concerned becomes aware that the student has provided incorrect information about significant facts or has not disclosed such facts. The obligation to make the repayment to the student services organisation that has awarded the grant is the responsibility of the student.
- 6.2 If the student is not responsible for the reason, a demand for repayment may be waived.