REGULATIONS GOVERNING FINANCIAL AID FOR STUDENTS (FONDS)
2016-2018

Applicable from 1 September 2016 to 31 August 2018

The FONDS Regulations are an elaboration of Section 7.51 to Section 7.51i of the Dutch Higher Education and Research Act (Wet op het hoger onderwijs en onderzoek, WHW).

Adopted by the Executive Board on 11 July 2016, with the agreement of the University Student Council.
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1. Definition of terms
In the context of these Regulations, the following definitions and abbreviations are used:

- Executive Board: the Executive Board of Radboud University Nijmegen;
- Statutory tuition fees: the statutory tuition fees in accordance with Article 7.45 of the WHW;
- DUO: the Education Executive Agency;
- WHW: Dutch Higher Education and Research Act;
- WSF 2000: Dutch Student Finance Act 2000;
- Performance grant: higher education performance grant as referred to in Article 5.1 of the WSF 2000;
- Performance grant period: the period, in accordance with Article 5.2.1b of the WSF 2000, in which the student is entitled to the performance grant (base loan + possible supplementary grant). In the case of a student who, on account of nationality, was not able to claim entitlement to a performance-related grant on commencement of his or her studies, he or she will be treated, during the first year of enrolment, as if he or she had been entitled to a performance-related grant from that date;
- Student: a natural person enrolled as a student in a full-time degree programme at Radboud University and who pays Radboud University tuition fees for this;
- Performance grant extension: extension of the performance grant for higher education as referred to in Article 5.2b of the WSF 2000;
- Request: a request for financial aid in accordance with these Regulations;
- Academic year: the period commencing on 1 September and ending on 31 August;
- Deregistration: termination of the enrolment as a student at Radboud University;
- Personal circumstances: personal circumstance as referred to in Article 4.1 of these Regulations;
- HBO transfer student: a student who is admitted to Radboud University on the basis of a Bachelor’s degree obtained at a university of applied sciences (Hoger Beroepsonderwijs, HBO) and who is not eligible to be admitted directly to a Master's degree programme and must therefore register for the pre-Master’s programme;
- WO pre-Master student: a student who is admitted to Radboud University on account of a Bachelor’s degree obtained at a university (Wetenschappelijk Onderwijs, WO) and who is not eligible to be admitted directly to a Master's degree programme and must therefore register for the pre-Master’s programme;
- Top talent: a student who has been recognised as a top talent in accordance with the Regulations for Top Talent in Sport and Art;
- Basic loan: the basic loan for higher education as referred to in Articles 3.15 and 3.18 of the WSF 2000;
- Remission of study debt: the partial remission of the study debt for students with a disability or chronic illness referred to in Article 6.2a of the WSF 2000.

2. Purpose of the Regulations
These Regulations are an elaboration of Section 7.51 until Section 7.51i of the WHW. These Regulations aim to describe the rules and procedures for providing financial aid to students.

3. Scope of the financial aid
Radboud University provides financial aid in the following cases:
3.1 the student incurs a study delay due to personal circumstances;
3.2 the student incurs a study delay due to administrative duties;
3.3 the student incurs a study delay due to participation as a top talent in sports or art;
3.4 the student incurs a study delay due to the loss of accreditation of the degree programme in which the student is enrolled;
3.5 the student does not meet the nationality requirement as referred to in Article 7.51d of the WHW.

Section 1: support in case of personal circumstances
This Section contains an elaboration of the financial aid for students who apply for it as referred to in Article 3.1. In these cases, the support is intended as a compensation for study delay due to the circumstances listed in Article 4.1. The basic principle in this respect is that the student tries to minimise the study delay as much as possible.

4. Conditions for support
4.1 The personal circumstances relate exclusively to:
   a) illness of the student;
   b) pregnancy and childbirth of the student (4 months maximum);
   c) special family circumstances;
   d) physical, sensory or other impairment of the student;
   e) an insufficiently feasible degree programme;
4.2 To be eligible for support, the following stipulations apply:
   a. The personal circumstances referred to in Article 4.1 must have occurred during the performance grant period;
   b. The student is enrolled as a full-time student, pays tuition fees to Radboud University Nijmegen and is actually studying. This applies both to the time of application as to the time of payout;
   c. The student has not already obtained a degree for the degree programme for which he or she is enrolled. An exception to this can be made in the case of a double degree programme.
   d. If the student has incurred a delay due to a physical, sensory or other impairment, he or she should - if and in so far as this applies to him or her - also take advantage of the opportunity to extend the performance-related grant for higher education in order to qualify for financial aid.
4.3 Per academic year, the maximum financial aid period is equivalent to 12 months.
4.4 In order to be able to claim financial aid, a student must report (or have someone else do so) to the student counsellor any personal circumstance referred to in Article 4.1 which will or may result in a delay in his or her studies. Following this report, a mandatory discussion with the student dean will take place. In this discussion, binding agreements will be made in order to limit the delay as much as possible.
4.5 These personal circumstances must be reported as soon as possible, but in any case within 3 months after the occurrence of (1) the personal circumstance, or (2) the study delay resulting from it. No claim can be made for support due to personal circumstances or study delay that took place more than 3 months before the personal circumstances were reported.
4.6 The student will receive a confirmation of the report as soon as possible but in any case within 60 days.
5. **Application process**

5.1 The request for financial aid must be submitted to the Student Affairs Office within, at the latest, 3 months before the expiry of the performance-related grant period.

5.2 The following must be handed in together with the request:

a. a copy of the most recent notification from DUO regarding the amount of the student grant received monthly under the WSF 2000 by the student making the request;

b. a statement from the relevant examination board of the number of months required to complete the final examination based on the number of EC that still need to be earned;

c. if the applicant’s nationality means that he or she is not eligible for the performance grant from DUO, the requested information under 5.2a need not be provided.

5.3 The Executive Board will decide on the request within 60 days of receiving it. If the request is granted, the Executive Board will also decide during which period the financial payment will be made.

6. **Start of the financial aid**

6.1 Payments will commence no later than four months after expiry of the performance-related grant, unless the student has expressly stated that he or she wishes to start receiving the financial aid on another date.

6.2 The payment of the financial aid will cease after expiry of the period during which the student is entitled to financial aid or on the month in which the student ceases to be enrolled.

7. **Duration of the financial aid**

7.1 At the end of the academic year in which the report was made, the student will be requested to hand in the missing information required for registering the study delay. The requested information must have been received by the Student Affairs Office no later than 1 November following the end of the academic year.

7.2 The student will receive a decision from the Executive Board within 60 days. The decision will contain:

- either the reasoned rejection of the request;
- or the decision to grant the claim for financial aid including the specification of the maximum duration and the conditions under which this will be granted.

7.3 The duration of the financial aid is determined by the relationship between the personal circumstances and the nominal study programme, taking into account the education and examination programme. The basic premise in this respect is a study load of 60 EC per year (= 5 EC per month).

7.4 A student committee member can never receive both a committee grant and compensation for personal circumstances within the same period. Should the committee member step down from his position due to personal circumstances, he will receive a compensation for personal circumstances and his deputy is eligible to receive the remaining committee grant in accordance with Article 12.2.

8. **The amount of the financial aid**

8.1 The monthly amount of financial aid is equal to:

I. 60.1% of the amount of the basic student loan for higher education referred to in Article 3.18 of the WSF 2000: for the academic year 2016/2017 this is €288.96;
II. plus any additional performance-related grants for higher education that the applicant received in the last month. If the student is eligible for the extension of the higher education performance grant as referred to in Article 6.2a of the WSF 2000, the payment of the supplementary grant as referred to under II will be terminated for the period of the extension (12 months).

This financial aid is provided in the form of a gift.

8.2 If the student uses the option to extend the performance grant and is thereby entitled to remission as referred to in Article 6.2a of the WSF 2000, this amount of remission shall be deducted from the total compensation from the Profiling Fund.

Section 2: Financial aid on account of committee work - grants for committee work
This section provides the details of the financial aid for students who claim it based on the circumstances listed in Article 3.2. The financial aid is intended in these cases as compensation for the study delay that was incurred or is expected to be incurred due to committee work. The basic principle in this respect is that the student tries to minimise the study delay incurred or to be incurred as much as possible.

9. Conditions for support
9.1 To be eligible for support, the following conditions applies: The student is enrolled as a full-time student, pays tuition fees to Radboud University Nijmegen and is actually studying. This applies both to the time of application as to the time of payout;
   a. The student has not obtained a degree for the degree programme for which he or she is enrolled. An exception to this can be made in the case of a double degree programme.
   b. In the academic year prior to the academic year in which the committee work is performed, the following applies:
      I. the student must have obtained at least 39 EC, or;
      II. the student must have passed the final examination of the degree programme in which he or she was enrolled, or;
      III. if the student did not complete the final examination of the degree programme in which he or she is enrolled, but received financial aid in that academic year in accordance with these Regulations, the student must comply with the student progress criteria specified in the table below:

<table>
<thead>
<tr>
<th>Number of grants received for committee work</th>
<th>Number of EC to be obtained</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/2</td>
<td>39 EC</td>
</tr>
<tr>
<td>1</td>
<td>39 EC</td>
</tr>
<tr>
<td>2</td>
<td>35 EC</td>
</tr>
<tr>
<td>3</td>
<td>33 EC</td>
</tr>
<tr>
<td>4</td>
<td>30 EC</td>
</tr>
<tr>
<td>5</td>
<td>27 EC</td>
</tr>
<tr>
<td>6</td>
<td>24 EC</td>
</tr>
<tr>
<td>7</td>
<td>20 EC</td>
</tr>
<tr>
<td>8</td>
<td>18 EC</td>
</tr>
</tbody>
</table>
Per academic year, the maximum period for financial aid is equivalent to 8 grants for committee work.

The student has held a position on a committee of the organisation recognised by the Executive Board and has been included in the allocation of grants for committee work. The criteria to be met by the organisation are described in Appendix A.

Committee work performed in the first year of enrolment as a Bachelor’s student in Radboud University Nijmegen will not entitle you to any financial aid unless the Executive Board (director of Student Affairs Office) has explicitly given permission for this in exceptional cases, based on the advice of the academic advisor.

Student members of programme committees must have followed the programme committee course at the Student Affairs Office.

Payment of the total amount of financial aid for positions for which four or more committee grants are awarded consists of two parts: an unconditional part and a conditional part.

I. The unconditional part consists of two-thirds of the total amount.

II. The conditional part consists of one-third of the total amount. The payout of the conditional part depends on the number of EC that the student obtains during the academic year in which the committee work was carried out in accordance with the table below. This is also applicable in cases in which a student combines multiple functions and as a result is entitled to 4 or more committee grants within a single academic year.

<table>
<thead>
<tr>
<th>Grant (of which 2/3 is unconditional)</th>
<th>Number of EC to be obtained</th>
<th>% payout of conditional part</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>0-19</td>
<td>0%</td>
</tr>
<tr>
<td></td>
<td>20-29</td>
<td>50%</td>
</tr>
<tr>
<td></td>
<td>30 or more</td>
<td>100%</td>
</tr>
<tr>
<td>5</td>
<td>0-17</td>
<td>0%</td>
</tr>
<tr>
<td></td>
<td>17-26</td>
<td>50%</td>
</tr>
<tr>
<td></td>
<td>27 or more</td>
<td>100%</td>
</tr>
<tr>
<td>6</td>
<td>0-14</td>
<td>0%</td>
</tr>
<tr>
<td></td>
<td>15-23</td>
<td>50%</td>
</tr>
<tr>
<td></td>
<td>24 or more</td>
<td>100%</td>
</tr>
<tr>
<td>7</td>
<td>0-11</td>
<td>0%</td>
</tr>
<tr>
<td></td>
<td>12-19</td>
<td>50%</td>
</tr>
<tr>
<td></td>
<td>20 or more</td>
<td>100%</td>
</tr>
<tr>
<td>8</td>
<td>0-8</td>
<td>0%</td>
</tr>
<tr>
<td></td>
<td>9-17</td>
<td>50%</td>
</tr>
<tr>
<td></td>
<td>18 or more</td>
<td>100%</td>
</tr>
</tbody>
</table>

A student will only be entitled to financial aid on account of committee work if the committee year coincides with one of the first four years of enrolment at Radboud University as a Bachelor’s student. The current reference date is the student’s enrolment in September.

A student will only be entitled to financial aid on account of committee work if the committee year coincides with one of the first two years of enrolment at Radboud University as a Master’s student for a nominal degree programme duration of one year.
In case of a longer period of training, this period will be extended by an equivalent period. The current reference date is the student’s enrolment in September.

9.9 An HBO transfer student will not be entitled to financial aid on account of committee work if he or she is enrolled at Radboud University in a pre-Master’s degree programme. The current reference date is the student’s enrolment in September.

9.10 During the time he or she is registered for the pre-Master’s, a WO pre-Master student is entitled to financial aid due to committee work based on the advice of a student counsellor. The current reference date is the student’s enrolment in September.

9.11 The period referred to in Articles 9.7 and 9.8 will be further extended:
   - by one year in the event of a study delay as a result of a personal circumstance as referred to in Article 3.1 of these Regulations, if this delay involves a period of 12 months or more and if this delay is registered in accordance with these Regulations, or;
   - by one year in the event that the student has been granted an extension of one year for a performance-related grant in accordance with Section 5.2b of the WSF 2000, or;
   - by one year in the event that the student, at the time of the second year of enrolment in Radboud University, enrols in a degree programme at Radboud University for which this student failed to get a place one year earlier.

9.12 In order to determine the commencement of the committee year as referred to in Articles 9.7 to 9.10, for committee members who take up their positions in June, the committee year will be administratively considered to be the academic year immediately following. For committee members who take up their positions before June, the committee year is considered to be the academic year in question.

9.13 With regard to Article 9.1c, and Articles 9.6 to 9.10, if the application of these articles is not compatible with the intention of these articles, the Executive Board may depart from these articles on the advice of a student counsellor.

10. **Application process**

10.1 a. Prior to the academic year, the committee of the organisation will receive a request in August to specify how the grants for committee work will be allocated among the new committee members. The basic premise for the allocation by the committee is that the grants awarded for committee work will be allocated in accordance with the expected workload of the committee members.

   b. The committee of the organisation is obliged to specify which students have been appointed to which committee position by the competent body of the relevant organisation.

   c. The individual committee members will submit a request for payment to the Student Affairs Office together with the specification of the committee members.

10.2 After appointment of the new committee or committee member, the completed form must be sent back to the Student Affairs Office. Depending on the level of responsibility of the committee functions, the following submission deadlines apply¹.

   Committees with:
   - positions for which 8 grants are awarded: prior to 1 October / as soon as possible

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¹In deviation of these dates, committees or committee members that take up office between 1 November and 1 June are subject to different submission dates which are determined per case. It is advised that these committees or committee members contact the FONDS secretarial office of the Student Affairs Office.
- positions for which 4 to 7 grants are awarded: prior to 1 December
- positions for which up to 3 grants are awarded: prior to 1 May

11. **Start of the financial aid**
11.1 The financial aid due to committee work will be paid in the form of a gift during or immediately after the end of the academic year in which the committee work is performed. Payment will be made as follows:
- positions for which 8 or more grants for committee work are awarded: the unconditional part in 8 monthly instalments from October of the academic year in which the committee work is performed
- positions for which 4 to 7 grants for committee work are awarded: the unconditional part in two instalments, namely in February and August of the academic year in which the committee work was performed
- positions for which up to 3 grants for committee work are awarded: in August of the academic year in which the committee work was performed
- the conditional part of the grant for committee work: in October after the end of the academic year in which the committee work was performed
11.2 At the request of the student, payment may also be made in a lump sum in October after the end of the academic year in which the committee work was performed.

12. **Duration of the financial aid**
12.1 A student who accepts a committee position is obliged to discharge his or her duties for a period of 12 months.
12.2 If the student concerned is unable to comply with this obligation at some point and no longer performs his or her committee work, the committee of the organisation will be obliged to report this to the Student Affairs Office as soon as possible. The entitlement to financial aid on account of committee work will lapse with immediate effect. Financial aid may be awarded to a successor with effect from the first month after the committee has reported to the Student Affairs Office that the retiring committee member no longer holds a position on the committee.
12.3 For study delay on the basis of circumstances referred to in Article 3.2 and 3.3, a maximum financial aid period of 12 committee grants applies per student for the full period of enrolment. This maximum period also applies in the event of accumulation of committee work activities and/or development of top talent(s). In order to determine the accumulation, the months of financial aid due to the development of top talent will be multiplied by a factor of two-thirds.

13. **The amount of the financial aid**
13.1 The amount of a single committee grant is equal to 1.5 times the amount stipulated in Article 8.1i in September of the academic year in which the committee work was carried out. For the academic year 2016/2017, this amount is €433.44.
13.2 In addition to the provisions of Article 13.1, if a student is able to prove with a statement from DUO that he or she is entitled to a supplementary grant in September of the academic year in which the committee work is performed, this grant will be paid out in addition to the amount of each grant for committee work, as referred to in Article 13.1. For each grant for committee work, 1.5 times the amount will be paid out as a supplementary grant.
13.3 Student members of the programme committee will be awarded an amount of €225, which is equivalent to half a grant for committee work, on average.
Section 3: financial aid in the case of recognised top talents in sport and art
This section provides the details of the financial aid for students who claim it based on the circumstances listed in Article 3.3 and concerns students who are recognised as top talents on the basis of the Regulations for Top Talent in Sport and Art. In these cases, the financial aid is intended to be a compensation for study delay due to the described circumstances. The basic principle in this respect is that the student tries to minimise the study delay as much as possible.

14. Conditions for support
14.1 Students who, based on Article 4 or Article 9 of the Regulations for Top Talent in Sport and Art, have been recognised as being a top talent and who incur a delay in their studies on account of practising their sport or developing their art at a top level may qualify for financial aid. In cases of top talents in sport, only students with a status as referred to in Article 3(d) of the Regulations for Top Talent in Sport and Art may qualify for financial aid from the Profiling Fund.
14.2 A student who, based on the Regulations for Top Talent in Sport and Art, wishes to qualify for financial aid must meet the conditions of Articles 4 or 9 of the Regulations for Top Talent in Sport and Art and also the obligation to report in accordance with Article 4.4 of these Regulations.
14.3 If the student concerned is eligible for compensation from the study guarantee fund of NOC*NSF, he must first make use of this before being eligible for financial aid. The amount that is paid from the guarantee fund of NOC*NSF study will be deducted from the financial aid to which the student is entitled on the basis of these Regulations.

15. Application process
The application process for financial aid is in accordance with Article 5 of these Regulations.

16. Start of the financial aid
The financial aid will commence in accordance with Article 6 of these Regulations.

17. Duration of the financial aid
16.1 For each academic year that a student is recognised as being a top talent, as stipulated for in Articles 4 and 9 of the Regulations for Top Talent in Sport and Art, the delay in studies incurred will be registered in the manner provided for in Article 7 of these Regulations.
16.2 In the case of a course duration of 4 years (including the Master’s degree programme), a student may register a maximum study delay of 12 months during the entire period of enrolment as a student. In case of a course duration that exceeds 4 years, this maximum will be increased by 3 months for each additional year. The accumulated months are paid in accordance with Article 7 and Article 12.3 and to the extent before completing the final examination.

18. The amount of the financial aid
The amount of the monthly financial aid will be determined in accordance with Article 8 of these Regulations.
Section 4: financial aid for non-EEA students
This Section contains an elaboration of the financial aid for students who apply for it as referred to in Article 3.5. This concerns grants for non-EEA students.

19. Conditions for support
19.1 The student does not meet the nationality requirement as referred to in Article 7.51d of the WHW.
19.2 The student is enrolled as a full-time student and pays tuition fees to Radboud University Nijmegen.
19.3 The committee nominates the student for a grant to the Executive Board, as referred to in Article 20.3. In doing so, the committee maintains the following selection criteria:
   - academic quality
   - motivation
   - extra-curricular activities
   - references

20. Application process
20.1 The Executive Board determines how many grants are available each year.
20.2 The student must request the grant no later than 1 April prior to the academic year to which the grant application applies. The student must include the following documents in the application:
   - proof of academic quality
   - a motivation letter
   - a curriculum vita
   - letters of recommendation
20.3 The Executive Board decides on the award of the grant, on the basis of the recommendation by the committee.

21. Start of the financial aid
The financial aid will commence at the start of the academic year.

22. Duration of the financial aid
The grant is awarded for the duration of one academic year. At the recommendation of the committee, as described in Article 20.3 of these Regulations, the Executive Board may decide to extend the grant by one academic year.

23. Amount of the financial aid
The grant is given in the form of a gift and does not exceed the difference between the institutional tuition payable by the student and the statutory tuition, plus additional costs for health insurance premiums, liability insurance and handling fees for residence permits.

Transitional regulations

24. Transitional provisions
For students to whom Article 12.14 of the WSF 2000 applies, the applicable conditions are found in Section 1 of the Regulations Governing Financial Aid for Students that were in force on 1 September 2014 (see Appendix C).
Final provisions

25. **Hardship clause**
In highly exceptional cases, determined at the discretion of the Executive Board, in which the rejection of a request for financial aid would result in extreme unfairness, the Executive Board may deviate from these Regulations in the student’s favour.

26. **Right of objection**
Objections to the decisions by the Executive Board on the basis of these Regulations can be submitted within 6 weeks.

27. **Entry into force**
These Regulations will enter into force on 1 September 2016 and will be valid until 31 August 2018.
Explanatory notes on individual articles

**Explanatory notes on Article 1: Definition of terms**
The term “performance-related grant” period is formulated in such a way that, in the case of a foreign student who is not entitled to a performance-related grant in accordance with the WSF 2000 on account of his or her nationality, the university treats this student as if he or she had also been directly entitled to a performance-related grant at the time of his or her first year of enrolment at Radboud University.

**Explanatory notes on Article 3: Scope of the financial aid**
Article 3 lists the cases in which compensation from the Profiling Fund is possible.

**Explanatory notes on Section 1: support in case of personal circumstances**

**Explanatory notes on Article 4: Conditions**

Article 4.1
This article describes the personal circumstances on the basis of which students may be entitled to financial aid.

Ad a.
Illness, this is the special circumstance of Article 7.51(2)(c) of the WHW.

Ad b.
In the case of pregnancy, including childbirth, it is assumed that the delay will usually not exceed a period of 4 months. If there are complications during the pregnancy or childbirth as a result of which the period of delay will be increased (i.e. will exceed 4 months), this will be considered to be “illness” (a). This is the special circumstance of Article 7.51(2)(c) of the WHW.

Ad c.
“Special family circumstances” are understood to mean: a major unforeseen change in the domestic situation, such as long-term care in the event of illness of a partner, child or children or parents. This is the special circumstance of Article 7.51(2)(e) of the WHW.

Ad d.
In case of disabilities - which per definition are chronic as opposed to "illness" - the possibility exists to request an extension of the performance-related grant period. The student dean, together with the student will assess the type of financial aid for which the student is eligible: extension of the performance-related grant period and/or months of financial aid from the Profiling Fund. This is the special circumstance of Article 7.51(2)(d).

Ad e.
The term “an insufficiently feasible degree programme” refers to circumstances within the degree programme as a result of which the student is prevented from making progress with his or her studies, without the student being or having been able to exercise any influence on this at all.
The basic premise is an annual study load of 60 EC per year. This is the special circumstance of Article 7.51(2)(f).

**Article 4.2**

4.2a Only the study delay will be compensated if the circumstances causing the delay occur during the performance-related grant period. In the case of foreign students who do not receive a performance-related grant, it is assumed that the performance-related grant period has commenced at the time of the student’s first year of enrolment. In this regard, the period of financial aid for foreign students is generally limited to the first four years of enrolment, with the provision that this period will be extended if the course duration is longer (such as the two or three-year master's degree programmes).

Students who follow a degree programme with a 5th academic year recognised by Radboud University Nijmegen and who incur a study delay in that 5th academic year due to force majeure may report to a student counsellor from the Student Affairs Office (Bèta-Regelingen) for financial aid.

4.2c Double degree students may receive an exception from the condition that the student has not yet graduated within the performance-related grant period. This is subject to the condition that the student has been enrolled in both degree programmes from the first or second year of enrolment in Radboud University Nijmegen and/or has obtained sufficient credits for each of these degree programmes, so that when the student obtains one degree a substantial part of the other degree programme has already been successfully completed. If the first enrolment is in a degree programme with a longer course duration (exceeding 4 years), the student will also be regarded as a double degree student if the student enrolled in the second degree programme in the third year.

Whether an exception can be made is at the discretion of a student counsellor, with due observance of what is stated above. This also applies in the event that a student follows a second degree programme (after completing the first degree programme) within the performance-related grant period and incurs a study delay due to force majeure.

**Articles 4.4 and 4.5 (obligatory reporting)**

A student must first report to the academic advisor, who will prepare a digital report for the student counsellor. The student will subsequently be obliged to have a meeting with a student counsellor in order to discuss which measures must be taken to minimise the study delay as much as possible. This is the “report” referred to in Article 4.4.

*Please note:* If a report is prepared which reads "too late", only the personal circumstances that occurred after the report was made will be considered valid (see Article 4.5). This will mean that the student concerned may lose 3 months or more of financial aid!

**Explanatory notes on Article 5: Application process**

**Article 5.1:**

NOTE! If the request is submitted after expiry of this period, it will be rejected.

**Article 5.2**

The requested documents are needed to determine the amount and duration of the payment.
Explanatory notes on Article 6: Start of the financial aid
In these Regulations, it has been decided that payment will begin after expiry of the performance-related grant period. This not only avoids possible problems, but it also enables the length of study delay to be reliably determined. Should the student nevertheless wish to receive the financial aid at some other point in time, for whatever reason, the student must contact the Student Affairs Office (student counsellor).

Explanatory notes on Article 7: Duration of the financial aid
In this paragraph it is provided that the decision, if positive, is a conditional or unconditional entitlement to financial aid for a number of months: “registration of a delay in studies”. The implementation or actual granting of the financial aid will be at the end of the performance-related grant period following a request as referred to in Article 5.

Article 7.3
To determine the study delay, the number of credits that could have been obtained in the period in which the special circumstance occurred will be taken into account, with 60 EC per academic year (5 EC per month) being taken as the starting point.

The period in which notice of termination of the student finance has been given or the enrolment in Radboud University has been terminated will, of course, not count. For example: a student has given notice of termination of his student finance and/or enrolment with effect from 1 January on account of illness and has obtained 5 EC up to this point. The study delay will in that case be 3 months, as he has not used the months of January to August and will be able to use them later.

Article 7.4
In the event of a combination of committee work and a delay due to other personal circumstances, the grants for committee work already paid out will be deducted from the number of months registered as a result of force majeure. In order to convert the number of grants for committee work into months, the number of grants will be multiplied by one and a half.

If a student is faced with a situation in which force majeure coincides with a committee position, the student has two options:
1. give up the committee position, which will result in a reduced entitlement to grants for committee work (in proportion to the term during which the position has already been held);
2. keep the committee position, knowing that the number of grants for committee work will be deducted from the registered delay in studies.

Example of option 1:
A student holds a position for which he is paid 4 grants for committee work. During that same year, he incurs a study delay of 6 months on account of special family circumstances. These circumstances occur halfway through the student’s term on the committee. The student gives up the position. He receives only 2 grants for committee work. Of the delay incurred, 6 - 3 months (2 grants for committee work x 1.5) = 3 months will then be registered.

Example variant 2:
A student holds a position for which he is paid 4 grants for committee work. During that same year, he incurs a study delay of 6 months on account of special family circumstances. These circumstances occur halfway through the student’s term on the committee. The student decides to keep the position. Of the delay incurred, 6 - 6 months (4 grants for committee work x 1.5) = 0 months will then be registered.

**Explanatory notes on Article 8: The amount of the financial aid**

**Article 8.1 I**
The monthly amount is equal to 60.1% of the basic loan for higher education. The reference date is the amount of basic loan for higher education from September of the academic year in which the financial aid is requested. This amount also applies to foreign students who are not eligible or have not been eligible to study finance. For the academic year 2016/2017, this amount is €288.96.

**Article 8.1 II**
If, during the final month of the performance-related grant, a student receives a supplementary grant, the student will receive, per month of financial aid from the Profiling Fund, an equivalent amount of supplementary grant plus possible single parent supplement. Students with a supplementary grant to which DUO has granted a performance grant extension, will receive 12 months of additional supplementary grant. In case of financial aid from the Profiling Fund due to a chronic illness or disability, the payment of the supplementary grant for the first 12 months will lapse as this supplementary grant has already been compensated for through the extension of the performance grant for higher education. However, if a student is entitled to more than 12 months of Profiling Fund the supplementary grant for these additional months will be compensated.

**Article 8.2: Reduction of amount due to remission**
Students with chronic illness and/or disability can claim a one-year extension of the performance grant for higher education based on Article 5.2b of the WSF 2000. If students are given an extension of their performance grant for higher education, these students under Article 6.2a of the WSF 2000 are eligible for partial remission of their student debt, provided they graduate within the graduation period of the performance grant. In some cases, the student may - at the recommendation of the student dean - ask DUO for an extension of that graduation period. If the student is eligible for an extension of the performance grant for higher education, then the FONDS regulations will assume that the student is also eligible for the partial remission of Article 6.2a of the WSF 2000. The amount of remission (€1,200 on 1 January 2015, this amount is indexed annually on the basis of a ministerial regulation) will be deducted from the total Profiling Fund payment. A negative payment from the Profiling Fund is not possible (if the amount of the remission would be higher than the amount of the payment on the basis of Article 8.1).

**Notes on Section 2: Financial aid on account of committee work - grants for committee work**

**Explanatory notes on Article 9: Conditions**

Article 9.1a
The requirement that a student must be enrolled at the time of payout does not apply to the payment of the conditional part of the grant for committee work. This is paid after the end of the academic year.

**Article 9.1b**
An exception may be made for double degree students, on the condition that the student has not yet graduated. This is subject to the condition that the student has been enrolled in both degree programmes from the first or second year of enrolment in Radboud University Nijmegen and/or has obtained sufficient credits for each of these degree programmes, so that when the student obtains one degree a substantial part of the other degree programme has already been successfully completed. If the first enrolment is in a degree programme with a longer course duration (exceeding 4 years), the student will also be regarded as a double degree student if the student enrolled in the second degree programme in the third year.

In addition, a student who takes a second study following the first study may be eligible for a grant for committee work, provided the conditions in Articles 9.7 or 9.8 are met. In this case, the Student Affairs Office may request that the student provide a statement from the degree programme that actually shows that the student has started a second degree programme (i.e., actually studies, attends lectures and project groups, etc.).

Whether an exception can be made is at the discretion of a student counsellor, with due observance of what is stated above.

**Article 9.1c**
The purpose of this provision is to encourage students to also make sufficient progress with their studies in the academic year prior to the academic year in which the committee work is performed. The standard is 39 EC or the student must have passed the final examination in the academic year prior to the academic year in which the committee work is performed. In the case of students who, in the academic year prior to the academic year in which the committee work is performed, were entitled to a grant for committee work and who did not graduate in that year, different standards apply, as provided in the table.

**Article 9.3**
Once every two years, student associations and organisations will be reviewed by a review committee, which will provide advice on the number of grants for committee work to be awarded. The criteria which an organisation must meet and also the procedure to be followed are described in Appendix A of these Regulations.

**Article 9.4**
Bachelor’s students are not eligible for financial aid for committee work during the first year of enrolment. First-year Bachelor’s students need the first year of enrolment to get used to the study environment at the university. This also prevents the situation in which a student, as a result of the committee work, is given the recommendation not to continue his or her studies.

**Article 9.5**
Members of the programme committee who have already completed the training successfully need not attend this training again in a following year.

**Article 9.6**
The purpose of this provision is to encourage students to make progress with their studies while fulfilling a committee position. The total number of EC obtained in the academic year in which the committee work is performed is taken into account, this also includes EC obtained outside the degree programme in which the student is enrolled. This also applies to EC achieved abroad.

**Article 9.7**
The period in which a student is entitled to financial aid on account of committee work is limited to the first four years of enrolment as a Bachelor's degree student. The basic premise is that a student signs up for an entire academic year. If the student’s period of enrolment is interrupted, the period during which the student was not enrolled will not be taken into account.

**Article 9.8**
The period in which a student is entitled to financial aid on account of committee work is limited to the first two years of enrolment as a Master's degree student in the case of a one-year Master’s degree programme. This period will be extended by a period equivalent to the longer duration of the degree programme in the case of a two-year or three-year Master’s degree programme. In determining the period of entitlement to financial aid, the duration of the Master’s degree programme in which the student enrolled the first time is decisive. The basic premise is that a student enrolls for a full academic year. The basic premise is that a student signs up for an entire academic year. If the student’s period of enrolment is interrupted, the period during which the student was not enrolled will not be taken into account.

**Article 9.9**
HBO transfer students cannot claim a grant for committee work as long as they are enrolled in the pre-Master’s degree programme. As pre-Master’s degree students, they must first overcome their educational deficiencies before being admitted to the Master’s degree programme. The institution does not wish to give HBO graduates financial aid for committee work while they have not yet been admitted to the Master’s. College graduates who are registered as Master’s students have the rights as described under Article 9.8.

**Article 9.11**
Article 9.11 deals with cases in which the periods defined in Article 9.7 and 9.8 may be extended. There are three grounds for extension:

1. for students faced with a situation of force majeure, as defined in these Regulations, the period can be extended by one year. In such a case, the delay must exceed a period of 12 months or more and be registered with the Student Affairs Office in accordance with Article 7 of these Regulations;
2. for students who failed to get a place in a degree programme and who have enrolled in another degree programme at Radboud University (the “parkeerstudie” - temporary alternative course of study) and who are able to get a place a year later and enrol in that degree programme in their second year of enrolment. The enrolment in the first year will then not be taken into account in determining the duration of the period that the student has already been enrolled. “Failing to get a place” is not understood to refer to students who did not get through the decentralised selection round. The student must provide documents of proof from DUO to demonstrated that he or she failed to get a place in the first year.
3. Students with a disability may request an additional year of study finance. For this group the period will be extended by one year. In order to request an extension of the study finance, the student must contact a student counsellor.
Article 9.12
The financial aid for committee work is still compensation for a study delay incurred. For this reason, it is explicitly stated in this article that, for determining the period in which a student is entitled to grants for committee work, a committee year must always be allocated to one academic year. The boundary in this respect is set as June.

Article 9.13
Articles 9.1c and 9.6 to 9.10 are intended to prevent students who have already suffered a great deal of study delay due to committee work from suffering additional delays. When a student, as a result of the application of these articles, does not qualify, he or she may submit a written request to deviate from these articles, in accordance with Article 9.13. A student counsellor will provide advice regarding this request to the Executive Board (director of the Student Affairs Office). The director of the Student Affairs Office will decide on behalf of the Executive Board.

Explanatory notes on Article 10: Application process

Article 10.1a
The committee of the organisation must specify which committee members will receive which number of grants for committee work. In this respect, the allocation of the grants for committee work among the individual positions, as specified by the committee, must be consistent with the list of duties of these committee members. In case of doubt regarding the specified allocation, the Student Affairs Department may request a reasoned explanation and/or may reject the specified allocation.

Article 10.1b
An organisation is required to report all committee members that have a formal position and are active. The point is to specify the committee members who have been appointed by the relevant competent body, such as the General Membership Meeting of an association. In addition, the committee that has been formally appointed must also be the committee that actually performs the work. It is therefore not permitted that an organisation appoints a fictitious committee and reports this as the basis for grants for committee work and in addition has a different, alternative committee that actually does the work. The Student Affairs Office may ask an organisation to provide proof to show that the reported committee members have been formally appointed, for instance a decision or minutes from the General Membership meeting. If an organisation has not specified the officially appointed committee or if it becomes apparent that another committee actually performs the work, the Executive Board may decide to withdraw or demand the return of the grants for committee work awarded to the individual members.

Article 10.1c
Together with the specification, the individual committee members must complete the required information, thus submitting a request for payment.

Explanatory notes on Article 11: Start of the financial aid
The payment is still intended as compensation for a delay in studies in order to enable the student to graduate. The conditional part of the grant for committee work will be paid out in October, after the end of the academic year and after it has been established that the student has complied with the conditions.
Explanatory notes on Article 12: Duration of the financial aid

Article 12.2
The basic premise is that a committee member holds his or her position for a period of 12 months. In the event of interim replacement, the number of grants for committee work to be paid out will be related to the remaining period during which the successor will still have to perform committee work. An organisational committee must report that a committee member has been replaced as soon as possible after the event. The new committee member must submit an individual application for financial aid himself or herself. The criteria and conditions specified in these Regulations will also apply to the successor. The grants for committee work will be divided between the committee member who has stepped down and the successor, in proportion to the actual term during which the position has been held.

Article 12.3
Students who are top talents and/or perform committee work may never receive more than 12 grants as financial aid during the total period of enrolment. In the case of student participation positions, in 2012/2013 and 2013/2014, additional grants have been awarded in connection with the loss of attendance fees with effect from 2012/2013. These additional grants will not be taken into account when calculating whether a student has already received 12 grants.

Explanatory notes on Article 13: The amount of the financial aid

Article 13.1 and 2
The amount of the grant for committee work for 2016/2017 has been set at €433.44. The basis for the payment is 1.5 times the monthly amount that is equal to 60.1% of the basic loan for higher education from September of the academic year in which the student carries out the committee work. If a student is able to prove, with documents provided by DUO, that he or she receives a supplementary grant, this will be compensated. The reference date in this respect is the date of the supplementary grant received by the student in September of the academic year in which the committee work is performed and the financial aid is requested. For each grant for committee work, 1.5 times the amount will be paid out as a supplementary grant.

Article 13.3
In order to support students on the programme committee a fixed amount has been established in these Regulations. Annually, this amount will be adjusted by the Executive Board by the increase in percentage terms of the basic loan for students living away from home, applicable in September of the following academic year compared to September of the year before.

Notes on Section 3: Financial aid in the case of recognised top talents in sport and art

Explanatory notes on Article 14: Conditions
The Regulations for Top Talent in Sport and Art (hereinafter referred to as “the Top Talent Regulations”) specify that top talents may be able to receive compensation from the Profiling Fund if they incur a delay in studies as a result of the development of their top talent. If a student has been recognised based on the criteria and procedure of the Top Talent Regulations, he or she will be entitled to payment from the Profiling Fund. A student may claim this entitlement (accrued months) after expiry of the performance-related grant, to the extent that this entitlement is needed to complete the final examination. It is therefore not a
fixed entitlement. The Top Talent Regulations also stipulate that only elite athletes with a B, HP, IT or NT status are eligible for financial aid from the Profiling Fund.

Students who practise sport at top level and who are also entitled to a payment from the student guarantee fund of the NOC*NSF are not able to make use of both Regulations to prevent them from receiving a higher total amount of financial aid per month than other students.

**Explanatory notes on Article 17: Duration of the financial aid**
A recognised top talent must have the study delay registered for each year that he or she is recognised. In the case of a course duration of four years, a top talent may register a maximum of 12 months for the entire period of enrolment. If a degree programme has a longer course duration, this will be increased by 3 months per additional year. It is therefore possible that a top talent does not incur any study delay in the first few years but that he or she incurs a delay of 12 months in one year due to a more intensive training programme (e.g. in a pre-Olympic year). The wording of Article 17 makes this flexibility possible. The maximum of 12 grants for committee work in the event of cumulated committee work and top talent development remains applicable.

**Notes to Section 4: financial aid for non-EEA students**
Radboud University has multiple grant programmes aimed at attracting students from outside the EEA. More information on these various programmes can be found at [www.ru.nl/scholarships](http://www.ru.nl/scholarships).

**Explanatory notes on Article 19: Conditions**
This concerns financial aid for students who do not meet the nationality requirements and are required to pay the high institutional tuition. This concerns students who are not a national of a country in the EEA (EU, Norway, Switzerland, Iceland and Liechtenstein) or from Surinam. This is in compliance with Article 7.51d of the WHW.

A committee (usually a faculty sub-committee) will select students from the various grant applications on the basis of academic quality, motivation, extracurricular activities and references. It is possible that, inter alia depending on the grant or degree programme for which the grant is requested, additional selection criteria will be introduced.

**Explanatory notes on Article 20: Application process**
The Executive Board shall appoint a committee to select candidates who qualify for a grant. This committee may set up faculty sub-committees, given that grant programmes in a number of cases may be linked to a faculty or specific degree programme. The deadline for submitting applications is 1 April prior to the academic year to which the application applies. A student must hand in the requested documents for the application. **PLEASE NOTE: it may be that a student must also submit a formal request for admission to the degree programme independently of the grant application!**

The Executive Board awards the grant based on the recommendation of the committee.

**Explanatory notes on Article 22: Duration of the financial aid**
The grants are awarded for one academic year. In the case of a multi-year Master’s programme, the committee (or faculty sub-committee) may advise the Executive Board to extend the grant by one year.

**Notes on the Transitional regulations**

**Notes on Article 24: Transitional regulations**
Article 12.12.14 of the WSF 2000 provides for a cohort guarantee for students who were already enrolled for a Master’s or Bachelor’s degree programme before 1 September 2015 and who are still entitled to a performance grant. Such students will retain the right to a basic grant for the programme phase (Bachelor’s or Master’s) for which they have registered. Article 25 ensures that, for these students, the conditions (including payment of the basic grant) of the FONDS regulations as were applicable on 1 September 2014 will continue to apply. For the sake of completeness, the text of these regulations have been included with these regulations as Appendix C.

**Explanatory notes on final provisions**

**Explanatory notes on Article 25: Hardship clause**
With this article, the institution is in compliance with the provisions in Article 7.51, clause 2, sub h of the WHW.
APPENDIX A to FONDS Regulations: Procedure for reviewing committee work

This appendix is an elaboration of Articles 9 to 13 of the Regulations.

**Article 1 Definitions**
The following students are entitled to financial aid:
1. Students who are a member or form part of a university management body or a participational body prescribed by law, which requires a substantial time investment on their part. The following positions in any case are included in this category:

<table>
<thead>
<tr>
<th>Position</th>
<th>2016/2017 and 2017/2018 grants</th>
<th>Conditional portion of EC to be obtained (in contrast to Article 9.6)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessor</td>
<td>7</td>
<td>18</td>
</tr>
<tr>
<td>USC chairman</td>
<td>8</td>
<td>18</td>
</tr>
<tr>
<td>USC vice-chairman</td>
<td>7</td>
<td>18</td>
</tr>
<tr>
<td>USC secretary</td>
<td>7</td>
<td>18</td>
</tr>
<tr>
<td>USC member</td>
<td>5</td>
<td>24</td>
</tr>
<tr>
<td>FSC chairman</td>
<td>2</td>
<td>n/a</td>
</tr>
<tr>
<td>FSC member</td>
<td>1</td>
<td>n/a</td>
</tr>
<tr>
<td>member of programme committee</td>
<td>1/2 following Article 13.3</td>
<td>n/a</td>
</tr>
<tr>
<td>Assessor of the NWI Education Institute</td>
<td>1</td>
<td>n/a</td>
</tr>
<tr>
<td>Member of Education policy committee</td>
<td>1</td>
<td>n/a</td>
</tr>
<tr>
<td>Member OMT 1, 2, 3 and T</td>
<td>1</td>
<td>n/a</td>
</tr>
<tr>
<td>Member OMT 4</td>
<td>1</td>
<td>n/a</td>
</tr>
<tr>
<td>Member KO</td>
<td>2</td>
<td>n/a</td>
</tr>
<tr>
<td>SOOS (total)</td>
<td>10</td>
<td>n/a</td>
</tr>
</tbody>
</table>

2. Performing committee work activities recognised by the Executive Board within a student organisation of some size with full legal capacity.
3. Being a member or part of an organisation in the context of the organisation’s management, or in the judgement of the Executive Board performing activities that are in the interest of the institution. The following positions in any case are included in this category:
   a. b. student programming committee;
   b. c. Stichting Batavierenrace.

Committee members/positions within any associations or foundations with a commercial interest or whose objectives as stated in their articles or charter or whose activities are aimed at maintaining discrimination do not qualify for application of these Regulations. Positions for which suitable remuneration is given will be disregarded.

**Article 2 Criteria**
This article elaborates on the criteria for the student organisations referred to in Article 1 clause 2. These can be either associations or foundations.

In the case of associations, they must meet the following conditions:
1. 1. have full legal capacity;
2. be focused on the university or faculty community of Radboud University Nijmegen or on the student community, as evidenced by their charter;
3. at least 80% of the members must be enrolled as students at Radboud University Nijmegen or HAN University of Applied Sciences or, in the case of a national association, as students in a university, and;
4. at least 50 members must be enrolled as students at Radboud University Nijmegen or HAN University of Applied Sciences or, in the case of a national association, at least 50 members must be enrolled as students. An exception to this is possible in the case of a new association, if it is expected that the minimum number will be achieved after one year. The organisation will in that case be given an allocation for one year and be reviewed again the following year.
5. at least 60% of the members must be enrolled as students at Radboud University;
6. The executive board can – whether or not based on advice from the Review Committee – deviate from the stipulations in clause 3 to 5. Possible grounds for such a deviation are:
   • If the student organisation is ideological in nature;
   • If the student organisation can prove that, due to its nature and activities, it is not possible to have over 50 student members (for example, capacity limitations).

In the case of foundations, they must meet the following conditions:
1. be focused on the university or faculty community of Radboud University Nijmegen or on the student community, as is evidenced by their charter;
2. are in principle accessible for every student who is part of the university community;
3. be able to demonstrate plausibly that the actual activities are for the benefit of at least 50 students enrolled at Radboud University Nijmegen. This minimum number need not be adhered to if it is a new foundation and if it is expected that this criterion will be met after one year. The organisation will in that case be given an allocation for one year and be reviewed again the following year.
4. This criterion need also not be met if the decision is made to use other criteria at the University Student Council.

Article 3 Review Committee
The Executive Board will appoint a Review Committee of 8 persons, 6 students and 2 staff members from the Student Affairs Office. The student members will be appointed based on the nomination of the University Student Council and at least three students must be a member of the University Student Council. An employee of Stichting Nijmeegs Universiteitsfonds will be an advisory member. The Review Committee consists of two sub-committees: the assessment committee, which consists of 4 students and 2 staff members from the Student Affairs Office and the appeals committee, which consists of 2 students and one staff member from the Student Affairs Office. The members of the Review Committee will continue to hold their position after the grants for committee work have been allocated by the Executive Board, until such time as a new committee has been appointed.

Article 4 Review procedure
4.1 In the case of all the organisations which, based on Article 2 of Appendix A, are recognised in accordance with these Regulations, as well as the organisations referred to in Article 1 clause 3, the Review Committee will assess once every two years how many grants for committee work these organisations qualify for. During the review process in the even years, the student associations and ideological organisations will be assessed. All the other organisations are assessed during the odd years.
4.2 If an organisation need not be assessed in accordance with Article 4.1 of Appendix A, it may request a voluntary assessment from the Review Committee. Organisations and positions as referred to in Article 1 clause 1 of Appendix A may also request an assessment.

4.3 In September, the Student Affairs Office will inform the organisations whose turn it is to be assessed in accordance with Article 4.1 of Appendix A about the imminent obligatory assessment.

4.4 The required documents of an organisation that must or wishes to be assessed must have been received by the Review Committee by 15 November at the latest. Should 15 November fall on a weekend, the submission date is postponed until the first work day.

4.5 The required documents as referred to in Article 4.4 in any case include:
   - a completed intake form, including a description of the activities of the organisation including, if applicable, sponsorship activities;
   - a numbered members' list with student numbers of the committee members as of 1 November of the year in question;
   - the most recent annual report, including a financial annual report;
   - the most recent budget.

4.6 If documents are submitted later than the deadline specified in Article 4.4, this will automatically result in the intended advice to award 0 grants for committee work. The organisations and positions concerned will then be assessed by the appeals committee. The possibility to appeal will no longer apply.

4.7 The assessment committee of the Review Committee will deal with all requests submitted within the specified time. By applying the criteria and conditions of Appendices A and B of these Regulations, the assessment committee will prepare an intended advice for the allocation of the grants for committee work. The Review Committee will inform all the assessed organisations and positions, in writing, of the intended advice of the assessment committee.

4.8 Every organisation or position reviewed by the assessment committee may appeal in writing to the appeals committee of the Review Committee against the preliminary advice within 4 weeks of the date of the intended advice. The appeals committee will provide every organisation or position with the opportunity to provide an oral explanation of the appeal. This appeal may only be made on the basis of the originally completed intake forms. The appeals committee will also review all the organisations that have submitted the intake form after the deadline specified in Article 4.4.

4.9 Based on the written appeal and the oral explanation the appeals committee may change the intended advice.

4.10 After completion of the appeals procedure the Review Committee will give the Executive Board final advice about the allocation of grants for committee work.

4.11 The Executive Board will determine the allocation of the grants for committee work based on this advice. If the Executive Board departs from the advice of the Review Committee, it must inform the University Student Council in writing and provide the reasons.

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**Article 5 Requesting financial aid for occasional activities / formation of an organisation**

5.1 Associations/organisations that receive regular grants for committee work as well as associations/organisations that do not may request additional grants for occasional activities such as anniversaries, conferences or symposiums. Associations/organisations which receive regular grants should, in principle, be able to fund the occasional activity through the already allocated grants. More grants may
only be allocated on a one-off basis in the case of a much heavier load, which must be demonstrated.

5.2 Forming an association, providing the association full legal capacity, can be seen by the Review Committee as an occasional activity. In the case of forming an association, the following also applies:

- The criteria referred to in Article 2 clause 2 to 5 of this Appendix apply in full.
- The association has to submit a document which describes the following elements:
  - the viability of the association to be formed, including the plan to attract at least 50 student members;
  - the added value the association brings to student life in Nijmegen.
- The association must have full legal capacity at the time of the request or be able to demonstrate plausibly that the association will have full legal capacity prior to the end of the academic year in which the grants are requested.
- The request concerns forming the association in the academic year in which the request is submitted.
- In order to form the association, the committee will award 4 grants for committee work. The committee may award fewer than 4 grants based on the documents submitted. In that case, the committee must explain the reasons for this in writing.
- An association that applies for committee grants for its formation on the basis of this article, can also apply for regular committee grants for the academic year following the academic year in which the formation grants were applied for. This regular application can be submitted up until 1 March (this deviates from Article 4.4 of Appendix A). The award of these regular grants will be allocated as grants for committee work for incidental activities in the academic year following the academic year of the application.
- The student organisation that is awarded formation grants, must be reviewed in the following academic year.

5.3 Applications should be submitted to the Review Committee by 1 March at the latest. Requests must concern occasional activities occurring during the academic year in which the request is made or during the academic year in which most of the organisation for the activity takes place.

**Article 6: Relationship with the regulations of HAN University of Applied Sciences**

If a student organisation has a committee member in any given year who holds a position for which grants for committee work have been awarded, but the student in question studies at the HAN University of Applied Sciences, the relevant grants for committee work cannot be awarded. The student in question may invoke the regulations of the HAN University of Applied Sciences. It is possible therefore that not all grants for committee work awarded to the organisation can actually be paid out.
APPENDIX B to the FONDS Regulations: guidelines and criteria for the Review Procedure

This appendix is an elaboration of Articles 9 to 13 of the Regulations and Appendix A.

Section 1: assessment of the committee workload for regular grants for committee work

Once every two years, the Review Committee will assess what the administrative load is per organisation or position. In order to be able to determine the committee workload as objectively as possible or to be able to allocate the available grants as fairly as possible, the Review Committee applies a number of general principles as well as a number of weighting factors depending on the type of organisation or position.

A. General principles

In allocating the grants and assessing the committee workload, the Review Committee will at all times be bound by the following principles:

1. the maximum number of grants to be allocated is 1,807 and this number may not be exceeded;
2. an absolute maximum number of grants per organisation is 48;
3. compensation for an activity can only be given once.

Activities result from different functions. The time required for the activity in question is only compensated once. For example, in the USC umbrella representatives receive compensation for study delay; in this case they are not permitted to also claim this time in the context of the assessment of the management of the umbrella representatives.

B. Weighting factors (general)

The committee grants are divided on the basis of the number of members (in case of associations) and the activities offered. Different weighting factors may be used for certain types of organisations. These are described in Part C of this Appendix.

Number of members (in the case of associations)

The starting point is the number of student members on 1 November of the academic year in which the student organisation is assessed. Only full student members, studying at Radboud University or the HAN University of Applied Sciences are included. Full membership is the case if the member pays a membership fee and is eligible to vote in the association’s general members meeting. Not included are persons who are members at a strongly reduced membership fee or who sign up to use certain services of the association (such as for instance book club members or discount card holders).

Depending on the amount of student members, differing per type of student organisation, the organisation is awarded a minimum amount of committee grants. On the basis of a description of the activities offered (see weighing factor for activities offered), the Review Committee can recommend to award additional grants, up to a certain maximum.
Selection of weighting factors for activities

On the basis of the activities of an organisation, the Review Committee may allocate grants (up to a certain maximum) in addition to the number of grants an organisation receives on the basis of its number of student members. The Committee bases this on a description of the activities and other documents an organisation has submitted (including the annual and financial report). In assessing the activities selection, the Review Committee uses the following principles:

- The Review Committee only gives grants for committee work to student organisations who make targeted efforts to organise activities that are specific to the nature of the student organisation. For instance, a sports association must primarily focus on sports activities and only occasionally organise parties. A student association focused principally on social activities is not eligible for grants for committee work in addition to the number that is allocated on the basis of the number of members. This is more likely to be the case for study associations that regularly organise study-related activities. Activities that are not specific to the student association and for which other student organisations at Radboud University are or could be responsible, in principle do not qualify for grants for committee work.

  The nature of the association is demonstrated, inter alia, by:
  - the articles of association;
  - the current activities and historical activities;
  - the way in which the association advertises and/or positions itself;

- the scope of the activities organised, in comparison to what the Review Committee may be reasonably expected of a well-functioning organisation.

- Introductory activities of student organisations - to the extent to which these contribute to the substantive programme of the university or faculty introduction period - are taken into account in the activities selection.

- The activities benefit at least 50 students of Radboud University Nijmegen or the HAN University of Applied Sciences, taking into account Article 2 of Appendix A. The greater the range of activities, the more this counts in the allocation of grants for committee work.

Range of activities (in the case of foundations)

As foundations do not have any members, instead the number of students who directly benefit from the activities is used. The greater the range of activities, the more this counts in the allocation of grants for committee work.

C. APPLICATION OF WEIGHTING FACTORS PER TYPE OF ORGANISATION

1. Positions in connection with the management and organisation of the university

The starting point for determining the number of grants for committee work for the membership of the organisations or the positions referred to in Article 1 clause 1 of Appendix A is the realistic time investment.

The number of grants for committee work for the membership of the organisations or the positions referred to in Article 1 clause 3 of Appendix A is based on the activities offered. In addition, these organisations must be able to plausibly demonstrate the added value of the activities for Radboud University.

2. Recognised umbrella representatives
The recognised umbrella representatives represent the interests of student organisation clusters, such as in the University Student Council (USC). In order to qualify for financial aid from the Profiling Fund – in addition to the grants for committee work which are already awarded based on the membership of the USC – the umbrella representatives must meet the following conditions:

- Following the charters, an umbrella should be established with the aim of looking after the interests of the member organisations that joined the umbrella;
- Only student organisations can be members of the umbrella, individual persons are not members of the umbrella. The umbrella should have a minimum of four members, with the combined number of student members of the organisations under the umbrella being at least 150 students of the RU or HAN;
- The activities of the umbrella are mainly involved with looking after the collective interests of the member organisations who have joined the umbrella;
- Umbrella organisations in which there is a (statutory) double function between the committee membership of the umbrella and the committee membership at an affiliated member organisation are not eligible for support.

The assessment of whether the criteria have been met is conducted on the basis of a description of the function and activities, in which the activities are demonstrably supplementary to the activities of the member organisations. The number of grants will be determined based on the description of the function and activities.

3. Study society and faculty associations
In order to determine the number of committee grants, the number of members and the activities offered are taken into account. At the end of this appendix, you will find an overview that specifies the minimal amount of grants for a certain amount of student members and what the Review Committee can grant in addition, if the activities the association offers provide a reason to do so.

4. Sports associations
In order to determine the number of committee grants, the number of members and the activities offered are taken into account. At the end of this appendix, you will find an overview that specifies the minimal amount of grants for a certain amount of student members and what the Review Committee can grant in addition, if the activities the association offers provide a reason to do so.

5. Social clubs
In order to determine the number of committee grants, the number of members and the activities offered are taken into account. At the end of this appendix, you will find an overview that specifies the minimal amount of grants for a certain amount of student members and what the Review Committee can grant in addition, if the activities the association offers provide a reason to do so.

Grants may be awarded in the event that real estate is used (building management). There is a distinction in this respect between building management as the main tenant and building management in the case of subletting.

*Building management: main tenant*
The association must be both responsible for the management of the building and operate its own catering establishment with a turnover of over €46,000 per year. This must be apparent from the description of the positions and activities. If an association meets these conditions, 8 grants for committee work will be awarded for building management. Based on the description of the positions and activities, the Review Committee may award an additional 4 grants for committee work.

If the main tenancy is the responsibility of several associations, the grants for committee work can be divided among these associations based on the division of tasks or may be allocated to a foundation to be formed for this purpose.

**Building management: subtenant**

If an association can be regarded as a subtenant and the association is able to demonstrate, based on a description of the positions and activities, that it performs activities related to building management, the Review Committee may award a maximum of 2 grants for committee work.

6. *Ideological associations*

In order to determine the number of committee grants, the number of members and the activities offered are taken into account. At the end of this appendix, you will find an overview that specifies the minimal amount of grants for a certain amount of student members and what the Review Committee can grant in addition, if the activities the association offers provide a reason to do so.

7. *Cultural student organisations*

In order to determine the number of committee grants, the number of members and the activities offered are taken into account. At the end of this appendix, you will find an overview that specifies the minimal amount of grants for a certain amount of student members and what the Review Committee can grant in addition, if the activities the association offers provide a reason to do so.

8. *International student organisations*

The grants for committee work will be allocated based on a description of the positions, the activities offered and the number of students who benefit directly from the activities. In addition, the organisation must make it clear in what way it contributes to the internationalisation of the student population of Radboud University in general through, for instance:

a. international student exchange;
b. international profiling of Radboud University Nijmegen.

9. *National student organisations*

These fall under the facilities provided for by law by the Minister of Education, Culture and Science (WHW, Section 7.51k). National student organisations who request financial aid will be referred to the ministerial regulations.
10. **General student representatives**
The grants for committee work will be allocated based on a description of the positions, the activities offered and the number of students who benefit directly from the activities. The number of students whose interests the organisation represents may also be taken into consideration.

11. **Student editors**
Only student editors of university-wide publications (e.g. ANS) qualify for grants for committee work.

Student editors of faculty publications must be paid/compensated through the faculties/degree programmes. Professional publications, preferably those with a national image/circulation and which mainly consist of scientific articles written by students (such as Ars Aequi), are an exception.

The number of grants for committee work for editors of university-wide publications will be based mainly on the description of the position and the nature and contents of the activities.

12. **Other organisations**
Organisations which, as is apparent from the nature of the organisation, cannot be characterised as one of the above, fall into the category of “other organisations”. In determining the number of grants for committee work, the description of the positions and the number of students who benefit directly from the activities of the organisation will be taken into account. The organisation’s contribution to the image or the national or international profiling of Radboud University may also be taken into account by the Review Committee.

**Section 2: Occasional activities**

For occasional activities, a maximum of 67 grants for committee work are available annually. In the event that there are still grants remaining in any academic year after the allocation of the 1,807 available grants for committee work, these grants can be allocated in that academic year for occasional activities.

In the case of an occasional activity of an organisation that receives regular grants for committee work, an attempt must first be made to fund this activity with the grants already available. Additional committee grants are only awarded if the occasional activity:
- is important and of a special nature;
- requires a considerable time investment;
- presents a positive image of Radboud University Nijmegen and Nijmegen as a student city.

The three abovementioned conditions also apply for organisations that do not receive regular committee grants. Examples of occasional activities are anniversaries, large national and international conferences/symposiums and large national and international events.
Overview of the application of weighing factors for the number of members per type of organisation

**Study society and faculty associations**

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* the Review Board can advise the Executive Board to also award committee grants to philosophical organisations that have less than 50 student members.
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