

Incentive Fund Regulation

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Introduction

The Executive Board (hereinafter: "EB") of the Saxion Foundation has adopted the Saxion Incentive Fund Regulation. The Incentive Fund Regulation is based on Article 7.51 of the Higher Education and Research Act (Wet op het Hoger onderwijs en Wetenschappelijk onderzoek) (hereinafter: 'WHW'). Pursuant to Article 7.51 of the WHW, students enrolled at Saxion who have a study completion delay have the possibility to request a financial contribution from Saxion under certain conditions. The EB has adopted the Incentive Fund Regulation which includes, among other things, provisions on the commencement, the level and the duration of financial support. Saxion has established a scheme with the underlying regulations thereof being in accordance with Article 7.51h of the WHW.

Under Article 10.20, paragraph 1, sub h, of the WHW, the Saxion University Council has a right of consent in respect of the EB's policy regarding Article 7.51 and the present Regulation, with the exception of the amount of financial support and the size of the Incentive Fund.

1 Definitions

Application	You request Declares that the student secretary from Financial Support Saxion Students Committee from financial support.
Executive Board (EB)	The executive board charged with the governance of Saxion under the WHW.
Financial Support Saxion Students Committee	The Committee set up by the EB and responsible for the implementation of this regulation (hereinafter: "the Committee").
DUO	The Education Executive Agency (www.ocwduo.nl).
International Office (IO)	International Office, part of the Educational Student Support (ESS)
NOC*NSF	The Dutch Olympic Committee/Dutch Sports Federation (NOC*NSF) is the bundling of organized sports in the Netherlands.
Performance-related grant	The part of student financing that may be converted into a gift. This includes: the basic student grant, the supplementary grant, the travelling allowance and the single parent allowance (Article 5.1 paragraph 12.14 WSF 2000).
Saxion	The Saxion Foundation (Stichting Saxion)
Saxion Scholarship Selection Committee	The Saxion Scholarship Selection Committee has been set up by the EB for implementing the support falling under the Saxion International Scholarship and the Saxion International Mobility Scholarship schemes.
Student	The person Don who has been enrolled as a student at Saxion, as referred to in Article 7.32 up to and including 7.34 of the WHW, below to be referred to in the masculine singular. Where reference is made to a student, this shall be understood to include the female student.
Student counsellor	The dean working at Saxion is responsible for representing the interests of students, providing assistance in the event of problems, and providing information and advice.
Academic year	The period that begins on 1 September and ends on 31 August of the next year; Article 1.1, paragraph k WHW.
study career counsellor	The supervisor assigned by the relevant degree programme to monitor the student's progress and related matters.
WHW	Wet op het Hoger onderwijs en Wetenschappelijk onderzoek (Higher Education and Academic Research Act).
WSF 2000 (Student Finance Act 2000)	Wet op de Studiefinanciering 2000 (The Student Finance Act 2000) (WSF 2000, Bulletin of Acts and Decrees 571, 2000 and subsequent supplements and amendments).

2 Introduction

2.1 Establishment and objective of financial support

Under Article 7.51 WHW, students have the opportunity, under certain conditions, to request a financial contribution from Saxion in case of a study completion delay. This contribution is referred to as the Incentive Fund. The Article also requires the EB to adopt procedural rules which contain, among other things, provisions on the commencement, the level and the duration of financial support.

In addition to the Incentive Fund, Saxion also has an Emergency provision. Special facilities have been put in place for Saxion's international students.

2.2 Types of financial support

The financial support for students of Saxion consists of the following provisions:

- **the Incentive Fund** (Article 3):
 - A. Financial support on the basis of special circumstances (3.1)
 - B. Financial support for the recognised practitioner of top-class sports, art or culture (3.2)
 - C. Financial support for administrative participation (3.3)
 - D. Student engagement teams and committees (3.4)
 - E. scholarships for activities intended to promote outgoing mobility (3.5, 3.6 and 3.7)
 - F. Financial support for international students (3.8 up to and including 3.15)
- **The Emergency provision** (Article 4).

3 The Incentive Fund

3.1 A Financial support on the basis of special circumstances

3.1.1 Terms

A student is eligible for financial support if:

- a. he is enrolled at Saxion in a degree programme for which he has not yet obtained a degree;
- b. he is required to pay the statutory tuition fee for this degree programme;
- c. due to special circumstances, he has sustained or is expected to sustain a study completion delay;
- d. is or was entitled to a performance-related grant for this degree programme as referred to in the WSF 2000;
- e. can demonstrate that he was enrolled at Saxion at the time the special circumstances occurred and had paid the tuition fees due to Saxion
- f. he is enrolled in a programme for which no new accreditation has been granted and for which they have not yet obtained a degree.

3.1.2 Exceptional circumstances

The special circumstances that qualify as a condition for being eligible for financial support are:

- a. membership of the board of a fairly large student organisation with full legal capacity, not being a board that received financial support in accordance with Article 3.3, and not being a degree programme committee, School Council or Saxion University Council for which attendance fees are received;
- b. activities of an administrative or social nature that in the opinion of the Committee are also in the interest of the university of applied sciences or in the interest of the degree programme followed by the student;
- c. illness, pregnancy or childbirth;
- d. a disability or chronic illness. These circumstances can only be invoked if the study completion delay is longer than the duration of the extension of the performance-related grant or if the application for extension of the performance-related grant has been rejected;
- e. special family circumstances;

- f. gaps in the degree programme due to the student being unable to follow elements of the programme (for example because of study completion delay sustained by the student or because of the school having made adjustments to the programme).
- g. other special circumstances established by the executive board;
- h. circumstances other than those listed in items a to g inclusive that, if such a request for financial support would not be granted by the committee, would be deemed unreasonable.

3.1.3 The application procedure

1. A student who wishes to be eligible for financial support must submit an application to the Committee within a year from the start of the delay, using a digital form. If the delay is due to one of the circumstances mentioned under Article 3.1.3 a, b or c (pregnancy and childbirth), any application received after this deadline will be declared inadmissible and the request will be denied. If the student appeals based on a delay that was caused by circumstances listed in Article 3.1.3 sub c (illness) or subs d to h inclusive, the appeal must have been submitted within a year of the delay arising. This timeframe can be deviated from if the student can prove that the circumstances are ongoing and that they have reported to the student counsellor, contact person for studying with a functional impediment or study career counsellor regarding the circumstances within a year of the origin of the circumstances. The application form can be found on mijnsaxion.nl. Any application received after this deadline may be declared inadmissible by the Committee. If a student fails to meet this deadline due to special circumstances, the Committee may decide to take this into account and take his application into consideration. The burden of proof for these special circumstances lies with the student. In case of a study delay of less than one month, the student will not be eligible for support.
2. The application must at least contain:
 - the date;
 - the name, address and student number;
 - the reasons for the request;
 - the advice of the student counsellor;
 - the documents referred to in paragraph 5 of this Article.
3. At the student's request, the student counsellor shall provide the student with information on the application and shall supply an advice regarding the application.
4. The student shall attach the following to the application:
 - a. a copy of the proof of enrolment at the university of applied sciences;
 - b. proof that demonstrates the special circumstances;
 - c. an overview of the number of credits obtained per academic year;
 - d. a school-approved study plan;
 - e. a message from DUO showing the level of student financing received in the month preceding the month in which the request for financial support was made, or a message from DUO showing the level of the grant amounts in the last month of the period of mixed student financing;
 - f. if applicable, proof that the student no longer lives with their parents and pays market-rate rent for their living space.
 - g. If the application is made on the basis of a physical, sensory or other functional impediment and the student is entitled to a performance-related grant and the total delay is less than twelve months, the student is to submit the proof from DUO concerning DUO's rejection of an application for twelve months' extension of the performance-related grant;
5. The Committee may request further information from the student.
6. If the application is incomplete, the Committee shall give the student the opportunity to remedy this within a period of two weeks. If the student fails to do so within this period, the Committee may decide

that the student's request will be declared inadmissible.

7. A student may be represented by an authorised representative. The Committee may request the authorized representative to submit a written power of attorney.

3.1.4 Handling by the committee

- 1 .The Committee shall confirm receipt of an application to the student in writing.
2. The Committee may decide to hear persons whose opinion, in the Committee's view, can be important for the decision. Staff members of Saxion are obliged to obey the Committee's call to be heard.
3. The Committee shall not take a decision to reject an application either fully or partially without having given the student the opportunity to be heard. During the hearing, the student may be assisted by a lawyer or adviser. The Committee may refuse the assistance provider access to the hearing if there are serious objections against the assistance provider and this person is not a lawyer.

3.1.5 Decision

- 1 . The Committee shall take a decision no later than six weeks after receipt of the application. The Committee may postpone the decision by a maximum period of four weeks. The postponement shall be communicated to the student in writing.
- 2 .If the Committee decides to grant financial support, the decision shall at any rate state:
 - a. the starting date of the financial support;
 - b. the duration for which the financial support is granted;
 - c. the amount of the financial support.
3. The Committee shall give reasons for its decision. It may leave out the reasons if the application is honoured in full.
4. The Committee shall inform the student of its decision in writing as soon as possible. For the Committee to grant financial support, the student must be actively pursuing his studies. If the student has been de-enrolled or has obtained his final certificate, the student is no longer entitled to the financial support and is required to repay Saxion the sums incorrectly received.
5. If the application is rejected, the Committee shall state the possibility and deadline for filing an objection.

3.1.6 Commencement, duration and level of the financial support

1. The financial support concerns a gift.
2. The financial support will only be paid out after the student has been on a performance-related grant for 48 months or after 60 months if the student got an extension of the performance-related grant. The Committee may require the student to supply evidence from DUO one month prior to the payment of the financial support. The FSSS Committee may withhold payment of the financial support if there is a gap of more than six months between the time of establishment of the right to financial support and the time of payment. The financial support shall commence as of the month in which the FSSS Committee receives the application together with the advice of the student counsellor. The commencement date cannot be earlier than the month in which the application was first discussed by the Committee.
3. In determining the duration of the financial support, the Committee shall at any rate take into account:
 - a. the duration of the special circumstance (Article 3.1.3 sub a and b: a maximum of six months, Article 3.1.3 sub c [pregnancy and childbirth without complications]: four months; sub c [illness] up to and including h: dependant on the duration of the relevant circumstance);
 - b. the actual study completion delay due to the special circumstances per academic year, based on 60 ECTS per academic year or the number of credits still needed to obtain a final certificate;
 - c. the period during which the study completion delay can reasonably be caught up, in view of the study programme;
 - d. any financial support the student has already received under the Incentive Fund Regulation.
4. The level of the financial support per month depends on the type of student financing that the student receives. If the student is or was entitled to the basic student grant, the monthly amount is equal to the monthly amount of the performance-related grant + supplementary grant that the student received immediately prior to the period of support. When the student is no longer entitled to a performance-related grant, the amount is equal to the amount of the most recently received monthly performance-related grant. On the advice of the student counsellor the allowance for public transport costs can be allowed.

If the student is or was not entitled to the basic student grant, the financial support will be set at € 110 per month in case the student lives with his parents, increased by 69% of the amount received by the student per month as supplementary grant and single parent allowance immediately prior to the period of support. If the student has proven that he no longer lives with his parents and pays a market-based rent for this living space, the financial support will be set at € 308 per month, increased by 69% of the amount received by the student per month as supplementary grant and single parent allowance immediately prior to the period of support.

On the advice of the student counsellor the allowance for public transport costs can be allowed.
5. The financial support stops when the student is no longer enrolled at Saxion.

3.1.7 Payment of financial support

1. The financial support is paid out in equal monthly instalments. An instalment is paid out at the end of the month for which it is due.
2. At the student's request, the Committee may decide to make payments with a different frequency and on different dates.
3. The financial support cannot be paid out retroactively.

3.2 B Financial support for recognised practitioners of top-class sports, art or culture

3.2.1 Terms

A student is eligible for financial support if:

- a. he is enrolled at Saxion in a degree programme for which he has not yet obtained a degree;
- b. he is required to pay the statutory tuition fee for this degree programme;
- c. if the top-class athlete is affiliated with a sports union affiliated with NOC*NSF and practices his/her sport at international, national or the highest regional class, or is engaged in the practice of an artistic or cultural discipline at such a high level that the amount of time he/she is required to put into this has caused him/her to sustain a delay in the completion of his/her studies and this person does not receive

any wages and/or financial support for this activity in excess of a gross income of 36 hours equal to the minimum wage applicable to his/her age category;

- d. can demonstrate that he was enrolled at Saxion at the time the special circumstances occurred and had paid the tuition fees due to Saxion
- e. is or was entitled to a performance-related grant for this degree programme as referred to in the WSF 2000.

3.2.2 Registration and application procedure

1. The student who wishes to be registered as a recognised practitioner of a sport, art, or culture at top level, must annually submit a written request to the designated competent student counsellor. The application must show that the student spends at least 15 hours per week on the activity in question. The student counsellor concerned determines whether the student can be registered as a recognised practitioner of a sport, art, or culture at top level in the relevant academic year, and informs the student and the top-sports coordinator of his decision. Subsequently, the student, in collaboration with the study career counsellor, must formulate a study plan which is to be approved by the Examination Board.
2. Any student who receives a performance-related grant and wishes to be eligible for financial support must submit an application to the Committee within four months after expiry of the performance-related grant, using the relevant form. If the student submits his application after this deadline, the Committee may decide that the student's request will be declared inadmissible. The relevant form can be found at mijnsaxion.nl.
3. Any student who receives an advance payment for their studies must submit an application for financial support within one year from the academic year in which he was registered as a top-class athlete. Alternatively, the student may opt to not apply for financial support each year, but apply only after the maximum period of four years.
4. The application shall be signed by the student and shall at any rate contain the following:
 - the date;
 - the name, address and student number;
 - the reasons for the request;
 - the advice of the competent student counsellor designated by the student counsellors;
 - the documents referred to in paragraph 5 of this Article.
5. At the student's request, the student counsellor shall provide the student with information on the application and shall supply an advice on the application showing the period over which the student is regarded as top-class athlete and has been enrolled as such at Saxion.
6. The student shall attach the following to the application:
 - a. a copy of the proof of enrolment at Saxion;
 - b. an overview of the number of credits obtained per academic year;
 - c. a study plan approved by the degree programme;
 - d. a message from DUO showing the level of student financing received in the month preceding the month in which the request for financial support was made, or a message from DUO showing the grant amounts in the last month of the period of mixed student financing;
 - e. if applicable, proof that the student no longer lives with his parents and pays a market-based rent for his living space.
7. The Committee may request the student to provide any further information required by the Committee.
8. If the application is incomplete, the Committee shall give the student the opportunity to remedy this within a period of two weeks. If the student fails to do so within this period, the Committee may decide that the student's request will be declared inadmissible.
9. A student may be represented by an authorised representative. The Committee may request the authorised representative to submit a written power of attorney.

3.2.3 Handling by the committee

1. The Committee shall confirm receipt of an application to the student in writing.
2. At the Committee's request, the designated competent student counsellor shall provide the Committee with an advice regarding the application.
3. The Committee may decide to hear persons whose opinion, in the Committee's view, can be important for the decision. Staff members of Saxion are obliged to obey the Committee's call to be heard.
4. The Committee shall not take a decision to reject an application fully without having given the student the opportunity to be heard. During the hearing, the student may be assisted by a lawyer or adviser. The Committee may refuse the assistance provider access to the hearing if there are serious objections against the assistance provider and this person is not a lawyer.

3.2.4 Decision

1. The Committee shall take a decision no later than six weeks after receipt of the application. The Committee may postpone the decision by a maximum period of four weeks. The postponement shall be communicated to the student in writing.
2. If the Committee decides to grant financial support, the decision shall at any rate state:
 - a. the starting date of the financial support;
 - b. the duration for which the financial support is granted;
 - c. the level of the financial support.
3. The Committee shall give reasons for its decision. It may leave out the reasons if the application is honoured in full.
4. The Committee shall inform the student of its decision in writing as soon as possible.
5. For the Committee to grant financial support, the student must be actively pursuing his studies.
6. If the application is rejected or deviates from the requested financial support, the possibility and deadline for filing an objection shall be stated.

3.2.5 Commencement, duration and level of the financial support

1. The financial support concerns a gift.
2. In case the student receives a basic student grant, the financial support will only be paid out at the moment the student no longer receives a performance-related grant.
If the student receives or has received a performance-related grant, the financial support will be paid out only once the student has been enrolled in higher education for 48 months, or after 60 months if the student has applied successfully for an extension of the performance-related grant. The Committee may require the student to supply evidence from DUO one month prior to the payment of the financial support. The FSSS Committee may withhold payment of the financial support if there is a gap of more than six months between the time of establishment of the right to financial support and the time of payment. The financial support shall commence as of the month in which the application was discussed at the committee meeting. The commencement date cannot be earlier than the month in which the application was first discussed by the Committee.
3. The maximum duration of the financial support is three months per year of enrolment, with a maximum of twelve months during the whole period of enrolment at Saxion. Per academic year the delay sustained will be considered. This will be based on a study load of 60 ECTS per academic year, or the number of credits still needed to obtain a final certificate.
4. The level of the financial support depends on the type of student financing that the student receives. If the student is or was entitled to the basic student grant, the amount is equal to the amount of the basic student grant that the student received immediately prior to the period of support.
If the student is or was not entitled to the basic student grant, the financial support will be set at € 110 per month in case the student lives with his parents, increased by 69% of the amount received by the student per month as supplementary grant and single parent allowance immediately prior to the period

of support. If the student has proven that he no longer lives with his parents and pays a market-based rent for this living space, the financial support will be set at € 308 per month, increased by 69% of the amount received by the student per month as supplementary grant and single parent allowance immediately prior to the period of support.

5. On the advice of the student counsellor the allowance for public transport costs can be allowed.
6. The financial support stops when the student is no longer enrolled at Saxion.

3.2.6 Payment of financial support

1. The financial support is paid out in equal monthly instalments. An instalment is paid out at the end of the month for which it is due.
2. At the student's request, the Committee may decide to make payments with a different frequency and on different dates. The date of payment cannot be before the day on which the decision has been taken or should have been taken.
3. The financial support cannot be paid out retroactively.

3.3 C Financial support for administrative participation

3.3.1 Terms

Any student who is a member of the board of a student body or association for 12 months during his/her enrolment in a programme at Saxion (in accordance with the provisions of this chapter) and also meets all other requirements, may be eligible for financial support.

The person who is granted an administrative participation provision is assumed to have sustained a study completion delay on account of his or her administrative activities. The general provision that the study completion delay must be substantiated by evidence to qualify for financial support, is cancelled.

3.3.2 Terms for the student

If applying for financial support as a group, individual Saxion students will only be granted support if the following additional conditions have been met:

- a. the student is enrolled at Saxion (first enrolment) for a programme for which he has not yet obtained a degree;
- b. the student has not yet obtained any Associated, Bachelor or Master degree;
- c. the student needs to pay the statutory tuition fees for this degree programme;
- d. the student is or was entitled to a performance-related scholarship for this degree programme, as referred to in Chapter 3 of the WSF 2000;
- e. the student has not received any financial support from Saxion due to the student's delay that resulted from their board-related activities (3.1);
- f. the student has not received any other funds for the administrative activities performed;
- g. the student has not previously received financial support for taking a seat on the board of the association concerned under the provisions of this chapter;
- h. during the term of office (12 months), the student physically attends the administrative activities for which he has requested financial support. If the student has not physically attended for the entirety of the term of office or has been a board member for fewer than 12 months, he is ineligible for financial support and the Committee will reject the application. If there are special circumstances that have prevented the student from meeting this requirement, he may lodge an appeal with the Committee to receive financial support. The burden of proof for these special circumstances lies with the student. In case the student has not been physically present, because of a compulsory internship abroad, for a maximum of four months of the term of office, the student must indicate this in his application. When setting the amount of the financial support, the Committee will take into account the number of months that the student has been a board member and physically attended its activities.

3.3.3 Terms for associations

The student body or association must meet the following conditions:

1. the student body or association meets all legal and statutory requirements;
2. according to its Articles of association, the student body or association focuses on the student community in the regions where Saxion is located;
3. the student body or association makes a plausible case that the actual activities are for the benefit of a substantial number of students enrolled at Saxion;
4. the association has at least 50 Saxion student members who pay an annual contribution and are enrolled on the programme that is listed in the statutes of the association;
5. the student members of the association must at least pay an annual contribution fee of € 7.50;
6. the statutory purpose or actual activities of the association shall not be aimed at maintaining or promoting discrimination of people on the basis of their religion, belief, political opinion, race, sex or any other grounds;
7. the statutory purpose or the actual activities of the association are not predominantly commercial in nature;
8. at least three board members have participated in the educational activities offered.

3.3.4 Categorieën studenten- en studievereniging en voorwaarden

Student bodies and associations are divided into three categories:

- A. Student bodies and associations intended for both Saxion students and external students, composed of a minimum of 50 Saxion students;
- B. Student bodies and associations intended for Saxion students only, composed of at least 50 but fewer than 250 members who are enrolled as student at Saxion. Exceptions are made for bodies and associations with fewer than the required minimum number of members if they have been in existence for less than a year.
- C. Student bodies and associations intended for Saxion students only, composed of 250 or more members who are enrolled as student at Saxion.

3.3.5 The application procedure

1. the student who is active as a board member and who wishes to be eligible for financial support must e-mail this collective application **no later than 1 February** of the academic year in question to the committee (foss@saxion.nl).
2. the application shall state the date and the name and postal address of the student organisation and the names and functions of all committee members and address details, stating whether the students are enrolled at Saxion (first enrolment). The students who are not enrolled at Saxion must also be stated. The application must also contain the account numbers of students who also want to claim the support.
3. Furthermore, the following documents must be included as attachments to the application:
 - the most current numbered member list that shows which student members of the association in question attend Saxion. This list must specify their name and student number (in an Excel file);
 - a copy of the statutes of the association;
 - an excerpt from the Dutch Chamber of Commerce (from the previous six months);
 - an activity plan;
 - the budget for the current academic year;
 - the financial justification for the previous academic year and a statement from the treasury committee;
 - evidence from DUO concerning the individual board members;
 - proof of payment of tuition fees for each individual student.
4. The request must describe for how many months the association wishes to receive the support and how many months of support will be allocated to individual board members. By signing, the board members

(including non-Saxion students) declare that they have actively performed the administrative activities during the entire period.

3.3.6 Handling by the committee

1. The applications for the administrative participation support are handled by the chair and the secretary of the Financial Support of Students Committee.
2. The Committee shall consider all applications submitted in time. If the board has submitted the application after **1 February**, the application will be declared inadmissible by the Committee. Incomplete applications will not be processed and the persons concerned will be informed of this and be given the opportunity to remedy this within two weeks.
3. If the Committee deems it necessary based on the application, it will invite the board of the student association to attend a meeting.
4. The Committee shall take a decision within eight working weeks after receipt of the complete application, i.e. either:
 - acknowledgement of the committee activity and designation of a category and establishment of the level and duration of the financial support with regard to each committee member individually, or;
 - rejection of the application, or;
 - a declaration of inadmissibility because the application is incomplete, the application has been insufficiently supplemented within the period set or because the application was not submitted within the period set.
5. The decision of the committee is further motivated and is announced to the students in writing. If the application is rejected or deviates from the requested financial support, the possibility and deadline for filing an objection shall be stated.
6. For the Committee to grant financial support, the student must be actively pursuing his studies.

3.3.7 Level and duration of the support for board participation

The monthly amount has been set at €180.00. The duration of the financial support depends on the category assigned to the student organisation (see 3.3.4). Financial support shall only be paid to Saxion students.

Maximum duration of financial support per category:

- A.** Six months per Saxion board member, a maximum of four Saxion board members applies;
- B.** Six months per Saxion board member, a maximum of five Saxion board members applies;
- C.** Twelve months per Saxion board member, a maximum of six Saxion board members applies.

3.3.8 Payment of financial support

The provision for administrative participation is paid out once a year in the name of the student:

- a. for the board members who end their term around September, the moment of payment is in June;
- b. for the board members who end their term around January, the moment of payment is in December.

The amount duration of the support has, however, been set and announced previously for these board members (see Article 3.3.6). Before the Committee proceeds to make payment, the student and his fellow board members are requested to sign a statement concerning their administrative participation and physical presence. The Committee reserves the right to make changes to individual payments, stating reasons. The student will be informed personally and notified of the possibility of and deadline for filing an objection.
- c. Any support received in excess or in error will be reimbursed by the student to the Financial Support of Students committee.

3.4 D Financial support for student body community service teams and committees

Students are actively involved in various student teams and committees at Saxion. See Annex 1 for a list of all the student teams and committees that are recognised and supported by Saxion.

Students who, during their enrolment in a Saxion Bachelor degree programme, are an active member of a student team or committee recognised by Saxion for at least six months and who also meet all the requirements set, may be eligible for financial support.

Saxion assumes that students who are allocated financial support for student body community service will have sustained a delay in the completion of his/her studies on account of their activities. Students are, however, required to inform Saxion of any credits obtained for his/her student body community service activities.

3.4.1 Terms for the student

Approval of the application for financial support is subject to the following conditions:

- a. the student is enrolled at Saxion (first enrolment) for a programme for which he has not yet obtained a degree;
- b. the student has not yet obtained any Associated, Bachelor or Master degree;
- c. the student needs to pay the statutory tuition fees for this degree programme;
- d. the student is or was entitled to a performance-related grant for this degree programme, as referred to in Article 3 of the WSF 2000;
- e. the student has not received any financial support from Saxion due to a delay in the completion of his/her studies sustained on account of his/her activities (3.1);
- f. the student has not received any other funds for the administrative activities performed;
- g. the student has not previously received financial support for his/her student body community service activities under the provisions of this chapter;
- h. the student has been an active member of the student team or committee and physically present during the corresponding activities during the period of at least six months for which he/she is applying for financial support;

3.4.2 Terms for student teams or committees

The student team or committee of which the student is a member must satisfy the following criteria:

1. For eligibility with regard to financial support, the student team or committee must be recognised as such by Saxion and included in Annex 1.
2. The student team or committee was established for the benefit of the student body in the regions where Saxion is established.
3. The student team or committee can prove that the actual activities being carried out are of benefit to a substantial number of students enrolled at Saxion.
4. The objective of the actual activities carried out by the student team or committee is not in any way related to maintaining or promoting the discrimination of people on grounds of their religion, life philosophy, political views, race, sexual orientation, or any other grounds;
5. The actual activities carried out by the student team or committee are not predominantly commercial in nature.

3.4.3 The application procedure

1. Students wishing to be eligible for financial support must email their application form, during the term of their membership in the student team or committee or no later than one month following the termination of their membership, to the Committee (foss@saxion.nl).
2. The name of the student team or committee, the date, and the student's name and address must be stated in the application.
3. Furthermore, the following documents must be included as attachments to the application:
 - An overview of the activities;
 - Proof of participation by means of a statement from the school, team or committee members;
 - A DUO registration certificate;
 - Proof of initial registration at Saxion and proof of tuition payment.

3.4.4 Handling by the committee

1. The application will be reviewed by the Committee during the first meeting to be held following receipt of the application form.
2. The Committee shall consider all applications submitted in time. If the application is not submitted in due time, the Committee will be declared inadmissible. If the application form is incomplete, the student will be informed of this and given the opportunity to complete the form within two weeks.
3. If the Committee deems it necessary based on the application, it will invite the student to attend a meeting.
4. The Committee shall take a decision no later than six weeks after receipt of the application. The Committee may postpone the decision by a maximum period of four weeks. The postponement shall be communicated to the student in writing.
5. If the Committee decides to grant financial support, the decision shall at any rate state:
 - a. the starting date of the financial support;
 - b. the duration for which the financial support is granted;
 - c. the level of the financial support.

The Committee shall give reasons for its decision. It may leave out the reasons if the application is honoured in full.

6. The Committee shall inform the student of its decision in writing as soon as possible.
7. For the Committee to grant financial support, the student must be actively pursuing his studies.
8. If the application is rejected or deviates from the requested financial support, the possibility and deadline for filing an objection shall be stated.

3.4.5 Commencement, duration and level of the financial support

1. The financial support concerns a gift.
2. The monthly amount has been set at €180.00.
3. The duration of the financial support depends on how long the student participates in the student team or committee, whether he/she performed this work on a full-time or part-time basis, and the number of credits received for these activities (5 ECTS equals one month of deduction from the financial support). Financial support is granted, in this case, for a maximum period of 12 months.

3.4.6 Payment of financial support

1. The amount will be paid as a lump sum following termination of the student's participation in the student team or committee.
2. Any support received in excess or in error will be reimbursed by the student to the Financial Support of Students committee

3.5 E Scholarships for outgoing Mobility activities

Scholarships increase the possibility for students to gain experience abroad. This experience stimulates the student's personal development and helps the student in his/her professional career. Within the framework of activities intended to promote outgoing mobility, Saxion makes the following scholarships available.

- **Saxion Partner Mobility Scholarship (SPM):** a scholarship for enrolled Saxion students under the framework of short duration outgoing mobility.
- **Holland Scholarship (HS):** a scholarship for existing students, enrolled on a bachelor degree programme under the framework of outgoing mobility.

3.6 Saxion Partner Mobility Scholarship (SPM) – Outgoing mobility

The Saxion Partner Mobility Scholarship (SPM) is intended to stimulate short duration mobility and is available for both the Dutch student as well as international students enrolled at Saxion on a bachelor

degree programme who want to study abroad (outside of Europe) in the context of their degree programme. The ambition is to offer students for whom it is not simply a matter of course to study for an extended period abroad an opportunity to gain an international experience.

Per calendar year, a fixed amount of € 25.000, to be divided over 2 semesters is made available. The number of scholarships awarded per calendar year depends on the number of scholarships requested.

Every school is allocated a number of scholarships based on the estimated mobility figures outside of Europe. The destination and nature of the mobility must align with the strategic internationalisation policy (Saxion True North 2020-2024) and complies with the guidelines as described in the Saxion International Education Partnerships (partnership policy), being deployed in order to expand and deepen partnerships. Each year IO, in collaboration with the academies, determines the priority areas.

3.6.1 The Terms

The SPM scholarship can be granted to a student who meets the following conditions:

- a. The student has not previously received a SPM (outgoing) or HS scholarship.
- b. the student will remain in a country outside of Europe for a minimum period of three (3) weeks and no longer than three (3) months in the context of studying or conducting research abroad.
- c. the destination and nature of the mobility are in line with the strategic internationalisation policy and the Saxion partnership policy;
- d. the destination relates to one of the annually determined priority areas;
- e. The student may not have sustained a study completion delay at Saxion through negligence in the period prior to his stay abroad.
- f. The student possesses an average grade of 6.5 over the previous academic year.
- g. the student is required to write a clear letter of motivation in which the student explains well why he/she wishes to study/ conduct research/ an internship abroad, what the added value for the student is and what he/she wishes to achieve. Civic engagement, secondary employment, extra-curricular activities should also be reported in the motivation letter. The students should describe why he/she believes he/she is eligible for a scholarship, bearing in mind that Saxion aims to encourage mobility among a more diverse student population;
- h. at least two thirds of the duration of the period for which the financial support is requested must fall within the same academic year as that for which the application applies.
- i. the student has a different nationality than the country of destination and has not previously lived in the country concerned.

3.6.2 The application

- The SPM can be applied for at two points during the year.
 - For semester 1: between 1 June and 18 July
 - For semester 2: between 1 November and 18 January
- The student must submit an application form via the self-service portal. Information about the SPM can be found on www.mijnsaxion.nl/spm.
- The student should briefly and concisely state his motivation and why he/she is eligible for the SPM using the format provided for that purpose.

3.6.3 The procedure

IO will rank the applicants according to the following:

- Whether the applicant and the application meets the terms laid out in 3.6.1;
- GPA (grade point average) check;
- Checking and evaluating the motivation letter according to the requirements, as described in Article 3.6.1 sub g;

IO discusses the provisional nomination for the SPM with the school and presents the final nomination to the Saxion Scholarship Selection Committee.

In cases where there number of applicants exceeds the available scholarship, scholarships will be granted to the highest ranked students.

3.6.4 The level, method of payment and duration

- a. The amount of the SPM is € 750,- per student.
- b. The SPM is a gift and is paid out to the student by way of a lump sum.
- c. The SPM is a one-off financial support to the student.

3.7 Holland Scholarship (HS) – Outgoing mobility

The Holland Scholarship stimulates students to conduct part of their studies abroad. This is in line with the main objectives of 'Holland Branding' and is also in line with the strategic visions as formulated by both the Ministry of Education, Culture and Science (OCW) in both the letter to parliament 'balance in internationalisation' and the letter to parliament 'balance in internationalisation' and by the umbrella organizations VSNU and VH in 'Internationalisation policy Higher Education' 'internationalisation policy for Higher Education.

The focus for outgoing scholarships for the academic year 2020-2021 has shifted from a focus on talent to a focus on inclusion and attracting the "non-usual suspect" . The aim is to encourage mobility among a more diverse student population.

The HS is intended for both the Dutch student as well as the international student enrolled on a Saxion bachelor degree programme.

Saxion may award outbound scholarships during an academic year. The scholarships are allocated per academic year, covering the two semesters. The Dutch Ministry of Education, Culture and Science allocated 129 scholarships based outgoing mobility to Saxion for the 2021-2022 academic year (50% of these is paid for by the Ministry of Education, Culture and Science).

Every school is allocated a number of scholarships based on the estimated mobility figures outside of Europe. The destination and nature of the mobility must align with the strategic internationalisation policy (Saxion True North 2020-2024) and complies with the guidelines as described in the Saxion International Education Partnerships (partnership policy), being deployed in order to expand and deepen partnerships. Each year IO, in collaboration with the academies, determines the priority areas.

3.7.1 The Terms

The SPM scholarship can be granted to a student who meets the following conditions:

- a. The student has not previously received a SPM or HS scholarship (outgoing).
- b. He/she will be travelling to a non-European country for the purpose of furthering his/her education, conducting research, a work placement, and/or graduation project for a period of at least three (3) months. the destination and nature of the mobility are in line with the strategic internationalisation policy and the Saxion partnership policy;
- c. the destination relates to one of the annually determined priority areas;
- d. The student may not have sustained a study completion delay at Saxion through negligence in the period prior to his stay abroad.
- e. The student possesses an average grade of 6.5 over the previous academic year.

- f. the student is required to write a clear letter of motivation in which the student explains well why he/she wishes to study/ conduct research/ an internship abroad, what the added value for the student is and what he/she wishes to achieve. Civic engagement, secondary employment, extra-curricular activities should also be reported in the motivation letter. The students should describe why he/she believes he/she is eligible for a scholarship, bearing in mind that Saxion aims to encourage mobility among a more diverse student population.
- g. the period for which the financial support is applied for consists of at least three months within the academic year that the application applies to.
- h. the student has a different nationality than the country of destination and has not previously lived in the country concerned.

3.7.2 The application

- The HS can be applied for twice a year.
 - For semester 1: between 1 June and 18 July
 - For semester 2: between 1 November and 18 January
- The student must submit an application form via the self-service portal. Information about the HS 'outgoing' can be found on www.mijnsaxion.nl/hs.
- The student should briefly and concisely state his motivation and why he/she is eligible for the HS using the format provided for that purpose.

3.7.3 The procedure

IO will rank the applicants according to the following:

- Whether the applicant and the application meets the terms laid out in 3.7.1
- Grade point average check
- Checking and evaluating the letter of motivation according to the requirements, as described in Article 3.7.1 paragraph f.

IO discusses the provisional nomination for the HS with the school and presents the final nomination to the Saxion Scholarship Selection Committee, who will compile the final list.

In cases where there number of applicants exceeds the available scholarship, scholarships will be granted to the highest ranked students.

3.7.4 The level, method of payment and duration

- a. The amount of the HS is € 1.250,- per student;
- b. The HS is a gift and is paid out to the student by way of a lump sum;
- c. The HS is a one-off financial support to the student.

3.8 F Financial support for international students

Saxion offers international students the opportunity to claim financial support. The financial support can be distinguished into:

- financial support based on special circumstances (see Article 3.9)
- financial support in the context of a Saxion International Scholarship (see Article 3.10).

3.9 Financial support based on special circumstances

The student who does not meet the nationality criteria (Article 7.51 paragraph 3 in conjunction with Article 7.45 WHW) and does not incur or is expected to incur a delay based on special circumstances (see Article 3.1) is eligible for financial support if:

- a. can demonstrate that he was enrolled at Saxion at the time the special circumstances occurred and had paid the tuition fees due to Saxion

- b. he lives in the Netherlands, Belgium, Luxembourg or one of the following states of the Federal Republic of Germany: North Rhine-Westphalia, Lower Saxony or Bremen
- c. he/she is enrolled in a programme in respect of which the EB has decided that the programme involves a larger study load than 60 credits (Article 7.4a paragraph 8 WHW);
- d. he is enrolled in a programme for which no new accreditation has been granted and for which they have not yet obtained a degree.

3.9.1 The application procedure

1. A student who wishes to be eligible for financial support must submit an application to the FSSS Committee within a year from the start of the delay, using a digital form. If the delay is due to one of the circumstances mentioned under Article 3.1.3 a, b or c (pregnancy and childbirth), any application received after this deadline will be declared inadmissible and the request will be denied. Should the student wish to make an appeal based on a delay sustained as a result of the circumstances specified under Article 3.1.3 paragraph c (illness) and paragraphs d up to and including h, the application must be submitted within one year from the start of the delay, unless the student can supply plausible evidence that the circumstances are ongoing and can supply plausible evidence that he/she has informed a student counsellor, the contact person for functional impediment, or the study career counsellor of the circumstances within one year from the start of the delay. The application form can be found on mijnsaxion.nl. Any application received after this deadline may be declared inadmissible by the Committee. If a student fails to meet this deadline due to special circumstances, the Committee may decide to take this into account and take his application into consideration. The burden of proof for these circumstances lies with the student.
2. In case of a study delay of less than one month, the student will not be eligible for support.
3. The application shall be signed by the student and shall at any rate state the following:
 - the date;
 - the name, address and student number;
 - the reasons for the request;
 - the advice of the student counsellor;
 - The documents referred to in paragraph 4 of this Article.
4. At the student's request, the student counsellor shall provide the student with information on the application and shall supply an advice regarding the application.
5. The student shall attach the following to the application:
 - a. a copy of the proof of enrolment at Saxion;
 - b. proof that demonstrates the special circumstances;
 - c. an overview of the number of credits obtained per academic year;
 - d. a school-approved study plan
 - e. if applicable, proof that the student no longer lives with their parents and pays market-rate rent for their living space.
6. The Committee may request the student to provide any further information required by the Committee.
7. If the application is incomplete, the Committee shall give the student the opportunity to remedy this within a period of two weeks. If the student fails to do so within this period, the Committee may decide that the student's request will be declared inadmissible.
8. A student may be represented by an authorised representative. The Committee may request the authorized representative to submit a written power of attorney.

3.9.2 Handling by the committee

1. The Committee shall confirm receipt of an application to the student in writing.
2. At the Committee's request, the student counsellor shall provide the Committee with an advice regarding the application.

3. The Committee may decide to hear persons whose opinion, in the Committee's view, can be important for the decision. Staff members of Saxion are obliged to obey the Committee's call to be heard.
4. The Committee shall not take a decision to reject an application either fully or partially without having given the student the opportunity to be heard. During the hearing, the student may be assisted by a lawyer or adviser. The Committee may refuse the assistance provider access to the hearing if there are serious objections against the assistance provider and this person is not a lawyer.

3.9.3 Decision

1. The Committee shall take a decision no later than six weeks after receipt of the application. The Committee may postpone the decision by a maximum period of four weeks. The postponement shall be communicated to the student in writing.
2. If the Committee decides to grant financial support, the decision shall at any rate state:
 - a. the starting date of the financial support;
 - b. the duration for which the financial support is granted
 - c. the level of the financial support.
3. The Committee shall give reasons for its decision. It may leave out the reasons if the application is honoured in full.
4. The Committee shall inform the student of its decision in writing as soon as possible.
5. For the Committee to grant financial support, the student must be actively pursuing his studies.
6. If the application is rejected or deviates from the requested financial support, the possibility and deadline for filing an objection shall be stated.

3.9.4 Commencement, duration and level of the financial support

- a. The financial support concerns a gift.
- b. In determining the duration of the financial support, the Committee shall at any rate take into account:
 - a. the duration of the special circumstances;
 - b. the sustained study completion delay, in view of the study programme;
 - c. the period during which the study completion delay can reasonably be remedied, in view of the study programme schedule.
- c. The level of financial support is set at € 110 per month. Once the student has proven that he no longer lives with his parents and pays a market-based rent for his living space, the financial support will be set at € 308 per month.
- d. The financial support shall commence as of the month in which the application was discussed at the committee meeting. The commencement date cannot be earlier than the month in which the application was first discussed by the Committee.
- e. The financial support stops when the student is no longer enrolled at Saxion.

3.9.5 Payment of financial support

1. The financial support is paid out in equal monthly instalments. An instalment is paid out at the end of the month for which it is due.
2. At the student's request, the Committee may decide to make payments with a different frequency and on different dates. The date of payment cannot be before the day on which the decision has been taken or should have been taken.

3.10 Saxion International Scholarship for incoming mobility from non-EU countries

The Saxion International Scholarship support is intended for international students who are enrolled in a Bachelor degree programme at Saxion (and partly with a government-funded Master degree programme) and are paying institutional tuition fees for this. The Saxion International Scholarship comprises the following grants:

Holland Scholarship (HS): A scholarship for the international student who is enrolled for the first time as a student on a bachelor or government-funded master degree programme and who meets the requirements of the Holland Scholarship. Each academic year, Saxion makes a number of grants available, including the number that OCW awards to Saxion in this context;

Saxion Talent Scholarship (STS): A scholarship for the international student who enrolls in a Bachelor degree programme as a first-time student at Saxion and meets the requirements of the Talent Scholarship. There are maximally 120 scholarships available for this.

Saxion Partner Mobility Scholarship (SPM): a scholarship for the international student who comes from a selected partner and is enrolled for the first time at Saxion as a student for a short degree programme.

Saxion Excellent Scholarship (SES): A scholarship for the international student who wishes to continue their 2nd, 3rd or 4th academic year of a bachelor degree programme after the first year of enrolment at Saxion, and meets the requirements of the Saxion Excellent Scholarship. There are maximally 150 scholarships available for this.

Orange Tulip Scholarship (OTS): a scholarship for the international student who enrolls for the first time in a Bachelor degree programme or government-funded master degree programme at Saxion and meets the requirements of the Orange Tulip Scholarship. This scholarship is for candidates from countries where a Nuffic NESO representation is located. One scholarship is available for each Neso country per academic year.

3.11 Holland Scholarship (HS)

Terms, application, procedure and level of the HS regarding incoming mobility

3.11.1 The Terms

The HS scholarship can be granted to a student who meets the following conditions:

- a. The student has paid institutional tuition fees;
- b. The student is not in receipt of any other scholarships;
- c. The student is enrolled at Saxion as a student in a government-funded bachelor or government-funded master degree programme for the first time.
- d. The student who enrolls for an English-language degree programme must have a IELTS certificate with an average grade of 7.0 or an equivalent diploma that is accepted upon admission (with a mark that is comparable to an IELTS 7.0 in accordance with the applicable grading system);
- e. The student is in possession of a diploma with an average final grade of 8.0 (or comparable according to the credit system) or have a transcript of records for the penultimate year if the student is currently in the final year;
- f. The student who enters into a short degree programme must have an average grade over the preceding period at the educational institution in the country of origin of 8.0 (or comparable in accordance with the applicable credit system).
- g. The student satisfies the payment conditions (otherwise his/her entitlement to the scholarship shall lapse).

3.11.2 The application

- The student has submitted his/her application for the HS via the Qualtrics application form on www.saxion.ed/scholarships.
- The application, including the required documents, must be submitted before 1 May.

3.11.3 The procedure

- IO checks the application content and places this on the list in order of the average score (final grade) and IELTS result.
- The suitable candidates are presented for nomination to the Saxion Scholarship Selection Committee, who determines the definitive list;
- Remaining candidates who are not selected to receive a HS will be included in the rankings for an STS. The student is not required to submit a separate application for this.

3.11.4 The level, method of payment and duration

- a. The amount of the HS support will be determined on an annual basis and announced on www.saxion.edu.
- b. The HS is paid out by way of a discount on the institutional tuition fees.
- c. The HS is a one-off financial support to the student.
- d. If the enrolment commences in February, the scholarship will be paid on a pro rata basis in relation to the academic year.

3.12 Saxion Talent Scholarship (STS)

Terms, application, procedure and level of the STS regarding incoming mobility.

3.12.1 Terms

The STS scholarship can be granted to a student who meets the following conditions:

- a. The student has paid institutional tuition fees;
- b. The student is not in receipt of any other scholarships;
- c. The student is enrolled at Saxion as a student in a government-funded Bachelor degree programme for the first time;
- d. The student is in possession of a diploma with an average final of 7.0 (or equivalent according to the credit system) or has a transcript of records for the penultimate year in the case of the student being in the final year of study.
- e. the student who enters into a short degree programme must have an average grade over the preceding period at the educational institution in the country of origin of 7.0 (or comparable in accordance with the applicable credit system).
- f. The student satisfies the Saxion payment conditions (otherwise his/her entitlement to the scholarship shall lapse)

3.12.2 The application

- The student has submitted his/her application for the STS via the Qualtrics application form on www.saxion.ed/scholarships.
- The application must be submitted, including the required documentation, must be submitted before 1 May.

3.12.3 The procedure

- IO checks the application content and places this on the list in order of the average score (final grade) and IELTS result.

- The suitable candidates are presented for nomination to the Saxion Scholarship Selection Committee, who determines the definitive list;

3.12.4. The level, method of payment and duration

- a. The amount of the STS support will be determined on an annual basis and announced on www.saxion.edu.
- b. The STS is paid out by way of a discount on the institutional tuition fees.
- c. The STS is a one-off financial support to the student.
- d. If the enrolment commences in February, the scholarship will be paid on a pro rata basis in relation to the academic year.

3.13 Saxion Partner Scholarship (SPS)

Terms, application, procedure and level of the SPS regarding incoming mobility.

3.13.1 The Terms

The SPS is awarded to the international student who meets the following conditions:

- a. The student has paid institutional tuition fees;
- b. The student is not in receipt of any other scholarships;
- c. The student enrolls at Saxion as a student in a government-funded short degree programme for the first time.
- d. The student comes from a selected Saxion partner university.

3.13.2 The application

The SPS is granted automatically ; the student does not need to make a separate application for the SPS.

3.13.3 The procedure

- IO checks whether the student comes from a selected partner university.
- IO checks that the student has not been awarded any other scholarship.

3.13.4 The level, method of payment and duration

- a. The level of the SPS is set at 20% of the institutional tuition fee.
- b. The SPS is paid out by way of a discount on the institutional tuition fees.
- c. The SPS is a one-off financial support to the student.
- d. If the enrolment commences in February, the scholarship will be paid on a pro rata basis in relation to the academic year.

3.14 Saxion Excellent Scholarship (SES)

Conditions, application, procedure and level of the SES regarding incoming mobility.

3.14.1 The terms

The SES can be awarded to the international student if the following conditions are met.

- a. The student has paid institutional tuition fees
- b. The student is not in receipt of any other scholarships;
- c. The student continues the same government-funded Bachelor degree programme at Saxion during the second, third, and fourth academic year.
- d. The student is not enrolled in a one-year Short Degree Programme;
- e. The student demonstrates that he/she possesses a minimum of 55 credits for the previous year by 31 August at the latest and he/she has registered for the same degree programme for the next academic year. If the study programme deviates from the aforementioned possibilities, the student must always obtain at least 90% of the available credits;

- f. The student can demonstrate that he/she has earned a GPA of at least 7.0 during the previous year.

Following a transfer to another programme, the student can only apply for an SES after completing a full academic year in the same programme. If the student has dropped out of his/her programme, this period will be shorter than or equal to one year at maximum. After this, he/she will no longer be eligible to apply for an SES. If the student has not obtained the required number of credits due to personal circumstances or educational reasons, he can file an objection with the secretary of the Saxion Scholarship Selection Committee. This objection must state the reasons, and the personal circumstances must be demonstrated by means of proof that is attached to the notice of objection. Also to be attached is a statement of the student counsellor. In the case of educational reasons, the objection must include a statement signed by the chairman of the Examination Board. The Saxion Scholarship Selection Committee will make a decision within six weeks after receipt of the objection.

3.14.2 The application

- The student must submit an application form via the self-service portal. Information about the SES can be found on www.mijnsaxion.nl/spm.
- The application should be made between 1 June and 30 September.

3.14.3 The procedure

- IO checks the application and orders the student based on average grade and number of credits achieved.
- The suitable candidates are presented for nomination to the Saxion Scholarship Selection Committee, who determines the definitive list.
- The selected students will be informed by October at the latest.

3.14.4 The level, method of payment and duration

- a. The SES is intended as compensation for the institutional tuition fees payable for the degree programme in question. The amount of the SES is determined annually by the IO and published on (www.saxion.edu).
- B .The SES is paid out by way of a discount on the institutional tuition fees.
- c. The SES can be paid out to a student a maximum of 3 times.

3.15 Orange Tulip Scholarship (OTS)

Terms, application, procedure and level of the OTS regarding incoming mobility.

3.15.1 The Terms

The OTS can be awarded to the international student if the following conditions are met:

- a. The student has paid institutional tuition fees.
- b. The student is not in receipt of any other scholarships.
- c. The student has not been enrolled at Saxion in a government-funded Bachelor or Master degree programme before.
- o The student is a national of the country in which he/she is submitting his/her application and the scholarship is offered in that country.
- d. The scholarship can only be applied for if the relevant programmes are offered for a period of at least six months.
- e. Eligibility for this scholarship is restricted to programmes commencing in September.
- f. The student satisfies the conditions specified in 3.11.1 Holland Scholarship, paragraphs e or f and g.
- g. The student satisfies the Saxion payment conditions (otherwise his/her entitlement to the scholarship shall lapse).

3.15.2 The application

- The student applies for the OTS via the Neso in the country of their nationality
- The application, together with the required documentation, should be submitted before 1 April.

3.15.3 The procedure

- The Nuffic Neso office performs the pre-selection of the candidates and sends an overview to IO.
- The suitable candidates are presented for nomination to the Saxion Scholarship Selection Committee, who determines the definitive list.

3.15.4 The level, method of payment and duration

- a. the OTS is intended as compensation for the institutional tuition fees payable for the degree programme in question. The level of the OTS is determined annually by IO and published via www.saxion.edu and the local NESO websites.
- b. The OTS is paid out by way of a discount on the institutional tuition fees.
- c. The OTS is a one-off financial support to the student.
- d. If the enrolment commences in February, the scholarship will be paid on a pro rata basis in relation to the academic year.

3.16 Task and composition of the Saxion Scholarship Selection Committee

1. The determination, selection and implementation of the Saxion International Scholarship as described in 3.10 to 3.15 rests with the Saxion Scholarship Selection Committee.
2. The Saxion Scholarship Selection Committee comprises the IO MT; the OSS director is chair. The secretary is employed at the IO, but has no voting powers. The Saxion Scholarship Selection Committee discusses the nomination of the selected candidates for the scholarships, among other things. Progress is also discussed, policy is established and all scholarship-related issues are dealt with.

4 The emergency provision

4.1 Conditions

In the event of a situation involving a temporary and acute financial emergency through no fault of his own, the student may apply for emergency financial support if the financial emergency seriously hinders his study progress. The Emergency provision does not cover the costs of debt collection. In order to be eligible for an Emergency provision, the student must file an application with the Committee as quickly as possible after the financial emergency situation occurs, but at any rate within two months. The student is not eligible for an Emergency provision if he has other debts on top of any payable tuition fees.

4.2 Loan and duration

The financial support has the form of a loan. In the event of the loan being granted, a repayment schedule and an authorisation agreement will be drawn up. The repayment schedule will be as short as possible and shall be such that the full loan will be repaid at any rate before the end of the current academic year. The extent of this financial support will be determined for each application individually. In special circumstances the Committee may decide to convert the loan either fully or partially into a gift.

4.3 Procedure

1. A student who wishes to be eligible for an Emergency provision must submit an application to the Committee using a form. This form can be found on mijnsaxion.nl and can also be obtained from the student counsellor.

2. The application shall be signed by the student and shall at any rate state the following:
 - the date;
 - the name, address and student number;
 - the reasons for the request;
 - the advice of the student counsellor;
 - The documents referred to in paragraph 4 of this Article.
3. At the student's request, the student counsellor shall provide the student with information on the application and shall supply an advice regarding the application.
4. The student shall attach the following to the application:
 - a copy of the proof of enrolment at Saxion;
 - proof showing the emergency situation;
 - an overview of his financial situation (income and expenses);
 - an overview of the number of credits obtained per academic year;
 - a message from DUO (if applicable);
 - a proposal for repayment of the Emergency provision;
 - a promissory note signed by the student.
5. The Committee may request the student to provide any further information required by the Committee.
6. The student must demonstrate that all other available financial support has been made use of.
7. If it concerns a non-EU student, the Committee will seek advice from the IO.
8. If the application is incomplete, the Committee shall give the student the opportunity to remedy this within a period of two weeks. If the student fails to do so within this period, the Committee may decide that the student's request will be declared inadmissible.
9. A student may be represented by an authorised representative. The Committee may ask the authorised representative to submit a written power of attorney.

4.4 Handling by the committee

1. The application will be handled by the chairman and the secretary of the FSSS committee. The Committee shall confirm receipt of an application to the student in writing.
2. At the Committee's request, the student counsellor shall provide the Committee with an advice regarding the application.
3. The Committee may decide to hear persons whose opinion, in the Committee's view, can be important for the decision. Staff members of Saxion are obliged to obey the Committee's call to be heard. When considering the decision to be taken, the Committee shall also take into account the student's study results.
4. The Committee shall not take a decision to reject an application either fully or partially without having given the student the opportunity to be heard. During the hearing, the student may be assisted by a lawyer or adviser. The Committee may refuse the assistance provider access to the hearing if there are serious objections against the assistance provider and this person is not a lawyer.

4.5 Decision

1. The Committee shall take a decision no later than six weeks after receipt of the application. The Committee may postpone the decision by a maximum period of four weeks. The postponement shall be communicated to the student in writing. In the event of emergency financial support, the chairman or secretary of the Committee will make a provisional arrangement. This provisional arrangement shall be dealt with as soon as possible after the application has been received.
2. If the Committee decides to grant financial support, the decision shall at any rate state:
 - the duration for which the financial support is granted;
 - the amount of the financial support;
 - the type of support: a loan, or a conversion of a loan into a gift;
 - if the support concerns a loan, the repayment schedule will be included as well.

3. The Committee shall give reasons for its decision. It may leave out the reasons if the application is honoured in full.
4. The Committee shall inform the student of its decision in writing as soon as possible.
5. The Emergency provision will be paid within one week after the application has been awarded.

5 Financial Support Saxion Students Committee

5.1 Institution and composition of the Financial Support Saxion Students Committee

1. The EB has charged the Financial Support Saxion Students Committee (the Committee) with the implementation of this Regulation.
2. The Committee consists of a total of six members. The chairman and secretary are employed by Saxion. The other Committee members are a student member and a deputy student member, a lecturer member and a deputy lecturer member. Student members are appointed for a period of two years and teacher members for a period of four years. Student members and lecturer members can be re-appointed once.
3. The members of the Committee do not perform any other functions that may affect a proper discharge of their tasks, the preservation of their independence or the confidence therein.
4. The membership of the Committee ends:
 - a. upon cancellation by the member, with due observance of a notice period of one month;
 - b. upon the lapse of the term of office;
 - c. with effect from the day on which there no longer exists an employment relationship between the member and Saxion;
 - d. upon a decision of the Executive Board to that end, after hearing the Committee;
 - e. with effect from the day the member is no longer enrolled as a student at Saxion;
 - f. due to the member's death.
5. The EB ensures that the Committee has the facilities required for a proper discharge of its tasks.
6. The allowance for the student member is € 38 per session.

5.2 Task

1. The Committee decides on applications from students to be provided with financial support.
2. With due observance of the provisions in the WHW and this Regulation, the Committee can determine the policy for situations in which a student is eligible for a loan or a gift from the fund.
3. The Committee ensures that students of Saxion are informed about the existence of the Regulation, the financial support, the conditions under which financial support is offered and the provisions related to procedures.
4. If a student applies for FSSS financial support for multiple reasons during the same period, the Committee will take these into account when setting the amount of the allowance and make a reasonable decision.

5.3 Working procedures

1. The Committee determines its own working procedures with due observance of the WHW and this Regulation.
2. The Committee determines the location and time for dealing with an application.
3. The Committee is entitled to consult experts.
4. The Committee may only make a decision if at least two of the four members are present. Each member of the Committee has one vote.
5. The Committee decides by a majority of the number of validly cast votes. In the event of a tied vote, the chairman has the casting vote.

5.4 Accountability and reporting

1. The Committee is accountable to the Executive Board.
2. Each calendar year, the Committee prepares an annual report of its activities. The report is presented to the EB for approval within three months after the end of the calendar year.

5.5 Confidentiality

The members of the Committee treat any information they take cognisance of during their activities confidentially.

6 General provisions

6.1 Objections

1. The student may file an objection against the decision taken by the Committee on behalf of the EB, with regard to the settlement of a financial contribution as referred to in this Regulation.
2. The notice of objection should be addressed to the Complaints and Disputes Office, which will forward the objection to Saxion's Disputes Arbitration Committee.
3. The period for filing the objection is **six weeks**. The period commences from the day after the day of announcement of the decision. The announcement takes place by dispatch of the decision.
4. An objection has been filed in time if it has been received before the end of the period mentioned in Article 6.1, paragraph 3.
5. If the objection has not been filed in time, it will not be declared inadmissible if it cannot reasonably be concluded that the applicant can be blamed for the late submission.
6. If the objection is made on the basis that the decision has not been made in time, the objection is not subject to any deadline. The objection can be filed as soon as the Committee fails to make a decision in time. The objection will however be declared inadmissible if the objection was filed unreasonably late.

6.2 Obligations of the student

The student is obliged:

- a. to do everything that can reasonably be demanded from the student to avoid or limit any study completion delay and, as far as possible, to independently deal with any study completion delay they have incurred;
- b. to report as soon as possible every special circumstance that may lead to study completion delay and any claim for financial support to the student counsellor or the study career counsellor, who will record the report in writing;
- c. to provide the Committee with all the accurate and complete data that are relevant for an assessment of the application;
- d. to report in writing to the Committee all facts and circumstances that may lead to withdrawal or alteration of the financial support as quickly as possible;
- e. to provide the Committee with all the information requested to assess the legitimacy of the financial support provided;
- f. to fulfil all agreements made with the student counsellor or the study career counsellor to prevent or limit the study completion delay;
- g. to fulfil the agreed repayment obligation.

6.3 Withdrawing, adjusting and reclaiming

The EB may review its decision to provide financial support and withdraw, adjust or reclaim the provision if:

- the student is revealed to have supplied inaccurate information to the FSSS Committee after financial support has been settled and paid and the Committee would have reached a different decision based on the correct information
- the (legal) grounds for the settlement and payment of the financial support no longer apply and the student is deemed to have enriched himself unjustly;
- the student is guilty of violating Saxion's code of conduct (see current Students' Charter);
- the student causes serious trouble (see current Students' Charter);
- the student is guilty of undesirable behaviour (see current Students' Charter);
- the student is guilty of incorrect behaviour in relation to professional practice (see current Students' Charter);
- the student is guilty of committing (serious) fraud (see current Students' Charter).

6.4 Further rules, guidelines and instructions

The EB may set further rules, guidelines and instructions with due observance of the provisions laid down in this Regulation.

6.5 Unforeseen cases/Hardship clause

In exceptional cases the EB may deviate from this Regulation, to the extent that this is allowed by law and will not result in unequal treatment.

6.6 Transitional provision

This Regulation is not applicable to any financial support granted before the coming into force of this Regulation.

6.7 Effective date and official title

1. This Regulation will come into force on 1 September 2021.
2. These Regulations are referred to as: Incentive Fund Regulation