

# Criteria Catalogue for the Financial Support of Students

## Criteria for application:

- You can receive support once per semester
- The student council supports further education both from the university and outside of the university as long as it is relevant to your studies
- You have to send (via e-mail) or hand in (during the student council meeting) a written application at least 1 month in advance and be present in the next student council meeting where your application will be discussed and approved
  - The written application should include:
    - a cost estimate
    - a short summary of the event
    - your reason for attending the event
- You can request a maximum of 50€ for each category:
  - travel costs
  - participation costs
  - overnight stay
- You can NOT apply for a refund for:
  - meals
- Within one week after the event you should hand in:
  - a finance report
  - receipts
  - the protocol of the meeting in which the student support was approved
- Within about one month you should report on the event during the student council meeting and write a short report for our website
- If the deadlines are not met you will not receive financial support

## Fund usage

If the criteria above is followed the FHU student council will carry these costs:

- maximum sum: 150€
  - travel costs (max. 50€)
    - preferably travel by train, bus or ridesharing
    - 10€ per 100km
  - participation costs (max. 50€)
  - overnight stay (max. 50€)
    - look for cheapest option (hostel, couchsurfing, AirBnB)

