

# Student Financial Support Regulations of Wageningen University (FOS)

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# Chapter 1 Preliminary provisions

## Article 1 Scope and general provisions

The Student Financial Support Regulations (FOS) comprise the elaboration of Chapter 7, Title 3, Section 2a "Profiling Fund" of the Higher Education and Research Act (WHW) (Article 7.51 and further), and describes the provisions that WU has adopted for the financial support of students who are experiencing study delay due to a special circumstance as described in chapters 2 to 5.

## Article 2 Definitions

For the purposes of these regulations, the following terms are defined below:

- a. Attendance and expenses fee: meeting and expense allowance that members of the student council of WU receive.
- b. Graduation: passing the final exam of the programme for which the student is registered.
- c. Executive Board: the Executive Board of Wageningen University.
- d. Credit: the unit used to indicate the study load of a programme and study unit as provided by the European Credit Transfer and Accumulation System (ECTS). One credit consists of 28 hours of tuition, interim examinations, and study hours and is equal to a study point as referred to in Article 7.4 section 1 of the WHW (Higher Education and Scientific Research Act).
- e. CROHO: Centraal Register Opleidingen Hoger Onderwijs (central register of higher education).
- f. Part-time programme: a WU Bachelor's or Master's programme registered in CROHO with a "part-time" status.
- g. Part-time student: those students registered for an online Master's programme at WU that is registered in CROHO with "part-time" status, and for which tuition fee is paid to WU.
- h. DUO: Dienst Uitvoering Onderwijs (education executive agency).
- i. FOS-recognised organisation: an organisation granted FOS-recognition by the Executive Board.
- j. FOS monthly instalment: the level of financial support per month as established by the Executive Board for this regulation, as stated in appendix 2.
- k. NOC/NSF: Netherlands Olympic Committee/Netherlands Sport Federation.
- l. Education period: the period in which tuition is given, which includes self-study and interim examinations. The academic year at Wageningen University is divided in six education periods.
- m. Programme: a Bachelor's or Master's degree programme at WU that is registered in CROHO with "full-time" status.
- n. SSC: Student Service Centre of Wageningen University.
- o. Student: those registered as student for a Bachelor's or Master's programme at WU that is registered in CROHO with "full-time" status.
- p. Student Dean's Office: the student dean's office at Wageningen University & Research.
- q. Student financial assistance DUO: system of student grants and loans for a higher-education programme in the context of Article 3.1, Paragraph 2 of the WSF.
- r. Academic year: the year from 1 September through 31 August.
- s. Study amount IND: the income requirement used by the Immigration and Naturalisation Service (IND) as a condition for granting a residence permit for study.
- t. Study delay: the difference between the nominal study progression and the number of credits actually obtained in a term, expressed in months, where 6 credits equal 1 month of delay.
- u. Interim examination: an assessment of knowledge, understanding and skills relating to a course.
- v. Course: a study unit of a programme corresponding with Article 7.3 clause 2 WHW.
- w. WHW: The Higher Education and Research Act (*Wet op het Hoger Onderwijs en Wetenschappelijk Onderzoek*).
- x. WSF 2000: The Student Finance Act 2000.
- y. WUR: Wageningen University.

## Chapter 2 Circumstances beyond one's control full-time student

### Article 3 Grounds for study delay

For this part of the regulations, special circumstances are defined as:

- a. illness;
- b. pregnancy and childbirth;
- c. a disability, chronic illness, or learning disability;
- d. special non-medical circumstances, including familial circumstances;
- e. a study program that is not sufficiently feasible, because scheduling and/or accessibility of courses within a programme make it impossible to graduate within the nominal study programme duration.

### Article 4 Conditions 'circumstances beyond one's control, full-time'

To qualify for financial support, a student must satisfy the following terms and conditions:

- a. The student has incurred a study delay of at least 6 credits as a result of special circumstances.
- b. The delay occurred within the nominal duration of the programme plus one year.
- c. The student has made efforts to limit the study delay by following the recommendations of the study advisor and by making use of resit opportunities and the educational and examination provisions made available to compensate for a (temporary) disability, (chronic) illness, or learning disability.
- d. The student fulfils the written agreements that have been made with the student dean. These agreements are intended to prevent or limit any new study delay.

### Article 5 Reporting study delay

1. The student must report the study delay due to special circumstances to one of the student deans. Reporting must take place no later than two months from the moment the study delay first occurs due to not taking a course, or not passing an interim examination.
2. If special circumstances prevent a student from taking exams for all courses provided in a particular term, or when the student does not pass all those exams, the period of study delay will start on the 10th working day after the last working day of the term.
3. Study delay that has occurred more than two months before reporting does not qualify for financial compensation.

### Article 6 Determining the period of study delay to be compensated

1. The Student Dean's Office will determine the period of study delay in the event of special circumstances, will establish how many months qualify for financial compensation and will confirm this to the student by e-mail or letter.
2. If the student is entitled to an extension of student funding from DUO, then the student has to make use of that regulation first.
3. If the student is entitled to an extension of their study funding from an organisation other than DUO, then the student has to make use of that option first.

### Article 7 Amount of financial support

1. The level of financial support for students who have paid the statutory tuition fee is equal to the FOS monthly amount as established by WU (see appendix 2), multiplied by the number of recognised months of study delay. The maximum amount of support does not exceed 4 FOS months per academic year, and does not exceed 24 FOS months over the student's entire period of enrolment at WU.
2. The amount of financial support for students who have paid the institutional tuition fee is equal to the FOS monthly amount as established by WU, multiplied by the number of recognised months of study delay. In addition, for the period of the number of FOS months granted, these students will pay the institutional tuition fee at the level of the statutory tuition fee, and the costs for an extension to the residency permit, where required, will be reimbursed. The

maximum amount of support does not exceed 4 FOS months per academic year, and does not exceed 12 FOS months over the student's entire period of enrolment at WU.

## Article 8 Payment of the financial support

1. The application for payment of the financial support has to be submitted before 31 August of the academic year following the academic year in which the study delay was determined by the student dean. If the application is not submitted in time, it will not be processed.
2. The application must be submitted to SSC using the appropriate FOS form.
3. The Student Dean's Office will make a decision about the application on behalf of the Executive Board, within a reasonable term of no longer than 8 weeks. The student will be notified of the decision by e-mail or by letter.
4. After the support has been approved, the full amount will be paid as soon as possible.
5. The financial support is provided as a gift.

## Chapter 3 Circumstances beyond one's control part-time student

### Article 9 Grounds for study delay

For this part of the regulations, special circumstances are defined as:

- a. illness;
- b. pregnancy and childbirth;
- c. a disability, chronic illness, or learning disability;
- d. special non-medical circumstances, including familial circumstances.

### Article 10 Conditions 'circumstances beyond one's control, part-time'

To qualify for financial support, a student must satisfy the following terms and conditions:

- a. The part-time student has incurred a study delay of at least 6 credits as a result of special circumstances.
- b. The delay occurred within the first four years of registration as a part-time student at WU.
- c. The part-time student has made efforts to limit the study delay by following the recommendations of the study advisor and by making use of resit opportunities and the educational and examination provisions made available to compensate for a (temporary) disability, (chronic) illness, or learning disability.
- d. The student must fulfil the written agreements that have been made with the student dean. These agreements are intended to prevent or limit any new study delay.

### Article 11 Reporting study delay

1. The part-time student must report the study delay due to special circumstances to one of the student deans. Reporting must take place no later than two months from the moment the study delay first occurs due to not taking a course or not passing an interim examination.
2. If special circumstances prevent a student from taking exams for all courses provided in a particular term or when the student does not pass those exams, the period of study delay will start on the 10th working day after the last working day of the term.
3. Study delay that has occurred more than two months before reporting does not qualify for financial compensation.

### Article 12 Determining the period of study delay to be compensated

1. The Student Dean's Office will determine the period of study delay in the event of special circumstances, will establish the number of months, and will confirm this to the student by e-mail or letter.

2. If the part-time student is entitled to an extension of student funding from DUO, then the student has to make use of that regulation first.
3. If the part-time student is entitled to an extension of their study funding from an organisation other than DUO, then the student has to make use of that option first.

### Article 13 Amount of financial support

1. The amount of financial support for part-time students who have paid the statutory tuition fee is equal to the FOS monthly amount as established by WU, multiplied by the part-time factor 0.5 and the number of recognised months of study delay. The maximum amount of support for these students does not exceed 2 FOS months per academic year, and does not exceed 4 FOS months over the part-time student's entire period of enrolment at Wageningen University.
2. The amount of financial support for part-time students who have paid the institutional tuition fee is equal to the FOS monthly amount. The maximum amount of support for these students does not exceed 2 FOS months per academic year, and does not exceed 4 FOS months over the part-time student's entire period of enrolment at Wageningen University.

### Article 14 Payment of the financial support

1. The application for payment of the financial support has to be submitted before 31 August of the academic year following the academic year in which the study delay was established by the student dean. If the application is not submitted in time, it will not be processed.
2. The application must be submitted to SSC using the appropriate FOS form.
3. The Student Dean's Office will make a decision about the application on behalf of the Executive Board, within a reasonable term of no longer than 8 weeks. The student will be notified of the decision by e-mail or by letter.
4. After the support has been approved, the full amount will be paid as soon as possible.
5. The financial support is provided as a gift.

## Chapter 4 Recognised administrative activities

### Article 15 Grounds for study delay

For this part of the regulations, special circumstances are defined as:

- a. membership of the Student Council, the Board of Education, or the board of AID;
- b. membership on the board of a "FOS-recognised" (student) organisation (see Article 17);
- c. other activities as determined by the Executive Board.

### Article 16 Condition 'recognised administrative activities'

During the performance of the board position, the student board member must be enrolled as a student at Wageningen University.

### Article 17 Recognition as FOS organisation

1. To qualify for the granting of FOS months, organisations need to be recognised as 'FOS organisation' by the Executive Board.
2. Organisations that want to be recognised as a 'FOS organisation' need to submit their written application to the Executive Board before April 1st of the academic year preceding the start of the academic year for which FOS recognition is requested.
3. The Executive Board will decide whether the applicant organisation qualifies for FOS recognition, and will inform the applicant organisations in writing before 1 June of the same year.

## Article 18 FOS allocation to organisations

1. If the decision, as referred to in Article 17 sub 3, is that the organisation is granted FOS recognition, then the same letter will also state the number of FOS months that are granted to the organisation.
2. After granting the number of FOS months, the FOS-recognised organisations will be invited to renew their request for FOS months at least once every three years.
3. The number of available FOS months per organisation, per year, will be granted in line with the Administrative Grants Regulations (see appendix 1).
4. Condition for granting the approved number of months to the organisation is that all board positions described are occupied by Wageningen University students. If not all positions are occupied by WU students, then the number of FOS months will be reduced correspondingly.

## Article 19 FOS distribution, decision on the application

1. The board of the FOS organisation will distribute the number of administrative months granted to the organisation among the individual board or committee members for the applicable academic year, in accordance with the division mentioned in the letter of the Executive Board in which the decision has been made known.
2. The FOS monthly amount multiplied by the number of FOS months will be paid to the individual board or committee members.
3. The request for payment to the individual board members or committee members must be submitted by the board of the organisation to the Student Service Centre (SSC, in Forum) by using the application form, no later than the last day of the month following the month in which the administrative term ended.
4. For students who occupy an administrative position for multiple years within the same organisation, an application needs to be submitted at least once in an academic year.
5. The Student Dean's Office will make a decision about the application on behalf of the Executive Board, within a reasonable term of no longer than 8 weeks. Individual board or committee members will be informed of the decision by e-mail or letter.
6. Students who have been granted 12 FOS months ('full-time') can opt for monthly payments of the financial support. In this case, the board member must submit the individual payment request at the beginning of the administrative period, accompanied by an overview of the composition of the board.

## Article 20 Amount and payment of financial support

1. The amount in euros per FOS month is equal to the FOS monthly amount as established by Wageningen University (see appendix 2).
2. For students who need to pay the institutional tuition fee, and who occupy a 12-month position ("full-time"), the amount in euros per FOS month, plus the possible attendance and expenses fee will be supplemented to the study amount as established by the IND.
3. Students who need to pay institutional tuition fee will pay it the amount of the statutory tuition fee for the period of recognised study delay. The costs for an extension to the residency permit will also be reimbursed, where required.
4. After the support has been approved, the full amount will be paid as soon as possible. At the earliest in the month immediately following the month in which the board period ended.
5. The financial support is provided as a gift.

## Chapter 5 Top-level sport

### Article 21 Condition 'top-level sport'

To qualify for financial support, the student incurred a study delay of at least 6 credits in an academic year as a result of participating as a top athlete.

## Article 22 Recognition of top-level sport

1. The student who wants to qualify for FOS-recognition, must contact the head of the University Sports Centre at WU.
2. In accordance with the criteria formulated by the NOC/NSF, the head of the University Sports Centre will submit a recommendation to the Student Dean's Office in relation to whether the student qualifies for this regulation.
3. On behalf of the Executive Board, the Student Dean's Office will decide within a reasonable term of no longer than 8 weeks. The student will be notified of the decision by e-mail or by letter.

## Article 23 Determining the period of study delay to be compensated

1. Annually before 1 October the student will notify the Student Dean's Office of how much study delay has occurred in the previous academic year, using the appropriate form.
2. Subsequently, on behalf of the Executive Board and within a reasonable term of no longer than 8 weeks, the Student Dean's Office will determine how much study delay will be recognised for the applicable academic year based on the actual study delay. In this context, 6 credits equal one FOS month. The student will be notified of the decision by e-mail or by letter.

## Article 24 Amount and payment of financial support

1. The amount of financial support per FOS month is equal to the FOS monthly amount as established by WU (appendix ..), multiplied by the number of months of recognised study delay.
2. The maximum amount of financial support for top-level sport students does not exceed 4 FOS months per academic year, and does not exceed 12 FOS months over the entire period of enrolment in one or more programmes at Wageningen University.
3. After the support has been approved, the yearly full amount will be paid as soon as possible.
4. The financial support is provided as a gift.

## Chapter 6 Other provisions

### Article 25 Overlap of FOS circumstances beyond one's control, FOS administrative activity, and/or FOS top-level sport

If a single period contains a combination of circumstances beyond one's control and/or administrative activity and/or top-level sport, the student dean will decide, on behalf of the Executive Board, the total amount of FOS compensation.

### Article 26 Hardship clause and special provisions

1. In exceptional circumstances, the Student Dean's Office is authorised, on behalf of the Executive Board, to deviate from the provisions in this regulation in favour of the student. This applies when the application of the regulation would lead to a disproportionate disadvantage or considerable unfairness.
2. In all situations not covered by these regulations, the Executive Board will make a decision on the matter after receiving a recommendation from the Student Dean's Office.

### Article 27 Anti-abuse provisions

The Executive Board may withdraw financial support or adjust it to the detriment of the student if the claim was incorrectly established and the student knew or should have known this, or if the student abuses these regulations or commits fraud.

## Article 28 Appeal

An appeal to a decision made on the basis of these regulations can be made within six weeks after receipt of the decision. The appeal should be addressed to the Executive Board and can be submitted at the Student Legal Protection Desk ([legalprotection.students@wur.nl](mailto:legalprotection.students@wur.nl)). The procedure is described in the Student Charter.

## Article 29 Effective date

1. These regulations can be quoted as 'Student Financial Support Regulations', FOS regulations.
2. These regulations were adopted by the Executive Board in June 2019 and will enter into force on 1 September 2020.

## Article 30 Amendments to FOS regulations

A change to these regulations needs to be approved prior to the academic year in which the new regulations and the award resulting from the new regulations will apply.

## Appendix 1 Regulation Administrative Grants

Text Regulation Administrative Grants: see 2019/2020 Regulation Profiling Fund in the 2019/2020 Student Charter.

## Appendix 2 FOS monthly instalment

FOS 2020/2021 monthly instalment: €343