

EXCHANGE GRANT

2022-2023

This form can be used to apply for an exchange grant. To be eligible, you must be in an exchange programme in which you will follow a part of your curriculum abroad, via an exchange coordinator.

Please fill out this application form digitally, **sign it** and send it, along with **all documents requested to social.financial.support@vub.be**. You will be notified via email of the decision afterwards.

Important: To receive an exchange grant throughout the full exchange programme, you need to submit the application form no later than the day you leave to go abroad.

If you are not yet in possession of all the documents needed you can submit your application now and complete your application afterwards.

Incomplete applications will not be processed. Deliberately providing incomplete or incorrect information will result in the exchange grant being revoked.

Exchange period

Date (expected) start exchange period:

Date (expected) end exchange period:

Exchange programme country:

Identification data

Make sure we always have your most recent identification data.

Please inform the [Education and Student Administration](#) of any changes.

Student number:

Name:

First Name:

Mobile phone number:

Private e-mail address:

Nationality:

IBAN and BIC number of student:

Number of students higher education in the family during academic year 2022-2023

(including yourself):

Study history

In which academic year did you finish your secondary education? :

Did you attend higher education outside of Belgium or in the French or German community in Belgium before 2022-2023?

- Yes. I studied in
- No

Living situation

If student (mainly) lives with parent(s):

- Parents married/living together
- Parents de facto separated since:
 - dependent on father dependent on mother
- Parents legally separated since:
 - dependent on father dependent on mother
- Father or mother deceased since:
 - dependent on father dependent on mother

If student is (mainly) no longer living with parent(s):

- Student lives with friends
- Student lives with partner
- Student lives with person other than parent(s), friends and partner
.....
- Student lives alone
- Other
.....

Household unit

Name	Nature of studies/occupation
Father:
Mother:
Partner:

Other persons dependent (brothers, sisters, ...):

Name	Nature of studies/occupation
.....
.....
.....
.....

Does someone in the family have a handicap of more than 66%? Yes No

Who?

Do you receive a rent allowance for academic year 2022-2023 from Vrije Universiteit Brussel? Yes No

Do you receive financial support from the OCMW / CPAS as a student Yes No

Attach the following documents if they are applicable to your situation

If you received a school allowance (Groeipakket) or a scholarship from the Flemish Community for the school or academic year 2021-2022:

- ✓ Copy of the decision letter with detailed calculation of the scholarship from the Flemish Community or an attestation of the school allowance (by the Groeipakket provider) for school or academic year 2021-2022

If you didn't receive a school allowance (Groeipakket) or a scholarship from the Flemish Community for the school or academic year 2021-2022:

- ✓ Family composition certificate: can be requested (digitally) from the municipality
- ✓ Personal income tax return of parent(s), income year 2020 (tax year 2021)
- ✓ If the income has decreased since 2021: all pay slips or documentary evidence of substitute income (illness, unemployment, pension,...) of the income year 2022
- ✓ Certificate of enrolment in higher education of any brother(s), sister(s), parent(s). If student at VUB: name and student number
- ✓ Proof of income of student and/or partner
- ✓ Proof of alimony payments of 2020 or 2022
- ✓ Certificate of more than 66% handicap/disability
- ✓ Property tax assessment notice of cadastral income "vreemd gebruik"

Statement cadastral income "vreemd gebruik"

Does the income of the family or the student's personal income, on the basis of which any exchange grant is determined, include a cadastral income "**vreemd gebruik**" (*)?

Yes – add to your application the property tax assessment notice of cadastral income "vreemd gebruik"

No

(*) A real estate/property that you do not live in yourself or that is not used for professional purposes is referred to as a cadastral income "vreemd gebruik" (e.g. a holiday home, piece of land or a house that may or may not be hired out).

Statement of grant for international exchange

I will receive one or more of the following grants for my international exchange:

Erasmus+ grant, Swiss European Mobility Programme, "generieke beurs", Priority Country Program, REI scholarship, ASEM Work Placement, The Washington Center or VLIR-UOS "reisbeurs".

Yes

No

The student declares to have completed this form honestly and sincerely. The student will immediately inform staff at Social legal & financial support / student jobs of any changes in his/her situation. The student explicitly consents to the obtaining of all relevant information pertaining to the student (in the context of the application for a financial support) through contact with third parties.

The student agrees to the processing of information provided to staff at Social legal & financial support / student jobs in the context of the application for financial support. This processing is a necessary condition for obtaining financial support. The information provided will be retained for as long as the student is enrolled at the Vrije Universiteit Brussel and for as long as repayment of any financial support provided is outstanding.. The employees are bound by professional secrecy; the information provided will not be passed on to third parties.

The information is processed in accordance with the General Data Protection Regulation of 24 May 2016. If you have any other questions about your rights, please get in touch with dpo@vub.be.

Date and signature
(preceded by 'read and approved')

Contact:

[A] Pleinlaan 2, 1050 Brussels, building X1

[T] +32 (0)2 629 23 15: available every workday from 9 a.m. to 12 p.m., except on Monday

[E] studentenstatuut.studiefinanciering@vub.be

[W] student.vub.be/en/social-service (please check our opening hours on our website)