



HTU Graz

Vertretung, Beratung, Service.



Name: _____ Matriculation number: _____

Application for funding from the Mental Health Fund of HTU Graz

Checklist:

- ☐ Completed form enclosed,
- ☐ Confirmation of enrollment for the current semester,
- ☐ Proof of income of the applicant (including social benefits and support from family and friends) and, if applicable, proof of income of the partner or parents/children/siblings living in the same household (including social benefits and support from family and friends)
- ☐ Invoices or legal basis with a brief explanation for expenses exceeding EUR 200.00 (for the applicant or for all persons living in the same household),
- ☐ Continuous bank statements for the last six months (for the applicant and for all persons living in the same household)
- ☐ Registration form for the applicant and, if applicable, all persons living in the same household, stating the nature of the relationship to these persons. Proof must be provided (for married couples: marriage certificate; for other couples: a jointly signed affidavit regarding the relationship; for parents and children: birth certificate).
- ☐ For third-country nationals: a copy of the valid residence permit.
- ☐ A signed affidavit in which the applicant confirms the accuracy of all information provided in the application and the attached documents. (A false statement may result in criminal prosecution.)

IMPORTANT!!!

It is very important that you enclose all the above documents! All incomplete applications will be rejected!





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Application for funding from the Mental Health Fund of HTU Graz

FORM

Personal details

Last name: _____

First name: _____

Email (TU): _____

Phone number: _____

Street: _____

Postal code & city: _____

Citizenship: _____

Place of birth: _____

Date of birth: _____

Marital status: _____

Gender: ☐ male ☐ female ☐ Other

Do you have children? ☐ Yes ☐ No

If yes, how many? _____ And how old? _____

Field of study: _____

What semester are you in? _____

Scholarship recipient: ☐ Yes ☐ No

Have you ever received the Mental Health Fund?

☐ Yes ☐ No If so, when? _____





Information about your monthly income

What income do you live on? Please provide **a truthful account of** your financial situation!

To prove social need, students must clearly state **their total income for the last 6 months** and **the sum of all monthly expenses** in the application. All individual expenses exceeding EUR 200 must be explicitly stated and justified. All information must be verified by a bank account statement in which income is clearly separated from expenses.

If you receive cash from your parents (or anyone else), a signed statement from your parents (or other person) is required.

All applications where the information about monthly income appears strange (no income or total monthly income below EUR 500) will not be considered.

Who lives with you in your household?

☐ shared apartment ☐ Alone ☐ Parents ☐ Siblings ☐ Student residence

If you live in the same household as your parents, please fill in:

Name of your father/mother	Address	Occupation	Monthly income in €

If you live in the same household as your partner, please fill in:

Name of your partner	Address	Occupation	Monthly income in €

Please fill out the monthly overview of your income and expenses (found on the following pages) for the last 6 months. If you live alone, only fill in your income and expenses. Otherwise, please indicate the joint income and expenses of you and your partner/parents.





Overview of **income** and **expenses** for (month): _____

Income	Amount in €
Total income:	_____ €

Total expenses: _____ €		
Expenses over EUR 200	Amount in €	Reason





Overview of **income** and **expenses** for (month): _____

Income	Amount in €
Total income:	_____ €

Total expenses: _____ €		
Expenses over EUR 200	Amount in €	Reason





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Overview of **income** and **expenses** for (month): _____

Income	Amount in €
Total income:	_____ €

Total expenses: _____ €		
Expenses over EUR 200	Amount in €	Reason





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Description of your current situation (not a mandatory field!)

If you would like to share this with us so that we can better understand your situation, please tell us why you feel you need therapy and, if applicable, why you feel you cannot afford it.

Please submit your description in **block letters** or typed on a **computer**!





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Bank

IBAN: _____

BIC: _____

Account holder: _____

- L** The applicant must ensure that the application is completed in full and that all information provided in the application is clearly and obviously verified by the relevant documents.
- HTU Graz accepts no liability for transmission errors or other errors made during submission.
 - There is no legal entitlement to the services provided by the Department of Social Policy!

GDPR (DSGVO)

1. For what purpose is your personal data processed?

HTU stores and processes your personal data provided in this document (e.g., name, date of birth, telephone number, income, etc.) for the purpose of providing you with financial support in accordance with the guidelines of the HTU Graz social fund.

2. On what legal basis is your personal data processed?

The processing is based on your consent on the application form in accordance with Article 6(1)(a) of the GDPR. You give your consent voluntarily, without being legally or contractually obliged to do so. Please note, however, that we cannot process your application without your consent and that in this case you will not be eligible for the social fund.

3. To whom does HTU disclose your personal data?

Your data will be shared with the supervisory authority in accordance with the laws applicable to HTU. Apart from that, the data will not be transferred to any other recipients.



4. How long does HTU retain your personal data?

HTU generally stores your personal data for seven years. In addition, HTU stores your personal data if this is necessary to assert or defend legal claims.

5. What rights do you have in connection with the processing of your personal data?

The EU General Data Protection Regulation 2016/679 (GDPR) grants you, as the data subject, certain rights, which we will outline below. Please note that these rights are complementary, meaning that you can only request either the correction or completion of your data or its deletion.

Withdrawal of consent

If HTU stores and processes your personal data on the basis of your consent, you are entitled to revoke your consent at any time. However, this does not affect the legality of the processing carried out up to the point of revocation.

Right to information

You may request information about the origin, categories, storage period, recipients, purpose of the data processed by HTU about you, and the type of processing. You are not entitled to this right if HTU is acting in an official capacity and the information would jeopardize the fulfillment of a task assigned to it by law.

Right to rectification and erasure

If HTU processes data relating to you that is inaccurate or incomplete, you may request that it be corrected or completed. You may also request the erasure of unlawfully processed data.

Right to restriction of processing

If it is unclear whether the data processed about you is inaccurate or incomplete or is being processed unlawfully, you may request the restriction of the processing of your data until this issue has been finally clarified.

Right to object

Even if your personal data is correct and complete and is being processed lawfully by HTU, you can object to the processing of this data. However, this is only possible in special situations, which you must justify.

Right to data portability

You can receive the data processed by HTU about you, which HTU itself has received from you, in a machine-readable format specified by HTU, or you can instruct HTU to transfer this data directly to a third party of your choice, provided that this recipient enables HTU to do so from a technical point of view and that the data transfer does not involve an unreasonable effort or conflict with legal or other confidentiality obligations or confidentiality considerations on the part of HTU or third parties.

Right to lodge a complaint

Finally, you have the right to lodge a complaint with the data protection authority if you believe that the processing of your personal data violates the GDPR.

6. Who can you contact to assert your rights as a data subject?

To assert the above rights, please contact the following address in writing (by letter or email): Student Union at Graz University of Technology Rechbauerstraße 12 8010 Graz vorsitz@htu.tugraz.at

7. How can you contact the HTU data protection officer?

The data protection officer can be reached as follows: datenschutz@htu.tugraz.at

By signing this form, I confirm that the information I have provided is true and that I have understood the enclosed data protection declaration and the above information.

Date:

Signature:
