

**PROFILING FUND SCHEME<sup>1</sup>**  
**FONTYS UNIVERSITY OF APPLIED SCIENCES**

*Applicable to students falling under the Student Loans (Higher Education) Act*

**September 2020**

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<sup>1</sup> Formerly known as Financial Support for Students Scheme (FSS Scheme)

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## INTRODUCTION

The Higher Education and Research Act (hereafter referred to as “WHW”) provides in Section 7.51 that educational institutions are obliged to create a Profiling fund to assist students who have fallen behind or are expected to fall behind with their studies due to special circumstances.

Fontys has implemented this section in Chapter 3 of the Profiling Fund Scheme. This chapter contains provisions regarding various special circumstances that may result in a delay in studies, and the manner in which students can apply for graduation support in this respect. In addition to the circumstances identified in the WHW, Fontys classifies participation in top-class sport as a special circumstance.

Furthermore, Chapters 4 and 5 of this scheme contain provisions on allowances (board membership grant or attendance fee) awarded by Fontys for board activities, which do not require a delay in studies.

## CHAPTER 1 GENERAL PROVISIONS

### Article 1 – Definitions

Application	Request for financial support which the students submits to the Profiling Fund Committee.
Applicant	The student requesting financial support pursuant to this scheme.
Graduation support	The financial support which students may receive if they have fallen behind or are expected to fall behind with their studies due to special circumstances during the performance-related grant period. The graduation support is intended to enable the student within reason to complete or continue his studies as soon as possible.
Board activities	The board activities performed by a student as a member of a Fontys body (CPC, IPC or DPC) or a student organisation designated or recognised by the Profiling Fund Committee.
Board membership grant	The financial support which students may receive from Fontys for their board activities.
CAA	Centre for Administrative Activities. The CAA is the (internal) partner of Fontys of the participation councils and their partners assisting to improve the functioning of these councils.
CPC	Central Participation Council.
Executive Board	Competent authority of Fontys.
Profiling Fund Committee <sup>2</sup>	The committee set up by the Executive Board which is charged with the implementation of the Profiling Fund Scheme.
Service department	Support service department of Fontys.
Degree period	The ten-year period within which students must have passed the final examination of a degree programme in higher education in order for the conditional loan from DUO to be converted into a non-repayable grant (Section 5.7 of the WSF 2000).
DUO	Education Executive Agency ( <i>Dienst Uitvoering Onderwijs</i> ) ( <a href="http://www.duo.nl">www.duo.nl</a> ).
Fontys	Stichting Fontys.
He/she	He / him is taken here to refer to men, women and individuals who do not identify as either of these options.
IPC	Institute Participation Council.
Institute	The operational unit of organisation for Fontys’ core competencies which is responsible for the execution of the primary process.
ISO	Dutch National Student Association ( <i>Interstedelijk Studenten Overleg</i> )
Umbrella	Umbrella organisation at one or more of the Fontys teaching locations to which several student organisations pertain. For the

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<sup>2</sup> Formerly known as FSS Committee.

	purpose of the Profiling Fund Scheme, the Fontys umbrella acts as the umbrella for student organisations that are not study associations, that are not associated with an umbrella organisation.
DPC	Degree programme committee as referred to in Section 10.3c of the WHW.
Performance-related grant	Interest-bearing loan which, subject to conditions, may be converted into a non-repayable grant whereby the interest is waived, not being the interest-bearing loan which cannot be converted into a non-repayable grant, consisting of a top-up grant, a travel allowance and a supplement for single-parent families.
Performance-related grant period	The period during which a student is entitled to student finance in the form of a performance-related grant, in conformity with Chapter 3 of the WSF 2000. The duration of the performance-related grant period for higher education is regulated in Chapter 5 of the WSF 2000, in particular Section 5.2(1)(a–b). The performance-related grant period is four years for students in an Associate Degree or Bachelor's programme and one year for students in a Master's programme.
Student	A person who is enrolled at the institution as a full-time student or a student following a dual degree programme as referred to in Sections 7.32 to 7.34 inclusive of the WHW, unless it appears explicitly from the scheme that this term refers to a person enrolled as a part-time student.
Student counsellor	The term 'student' refers to persons of either sex. The staff member appointed by the Executive Board who is charged with promoting the students' interests, providing assistance in the event of problems and providing information and advice. The student counsellor pertains to the Student Facilities department.
Study plan	An overview of the programme components which a student can complete in the academic year after he fell behind with his studies. The purpose of the study plan is to determine whether the student fell further behind in the year after the study delay was established.
Student Entrepreneur Scheme	Fontys Student Entrepreneur Policy and Regulations, a document setting out the policy and regulations for students in respect of entrepreneurship. The regulations specify which students are eligible for this scheme and what facilities may be claimed.
Student organisations	Student associations and study associations with full legal capacity that meet the conditions of this scheme.
Top-Class Athletes Scheme	<a href="#">Fontys Top-Class Sport Policy and Regulations</a> , a document setting out the policy and regulations for students in respect of top-class sport. The regulations specify which students are eligible for this scheme and what facilities may be claimed.
Attendance fee	Fee for attending a meeting of a participation council (CPC or IPC) or degree programme committee (DPC).
Tuition-fee free board experience scheme	Financial scheme enabling a person to make use of the institution's facilities other than education, tests or examinations, during a period in which he is not enrolled but performs board activities on a full-time basis for a student organisation pertaining to an umbrella recognised by Fontys or to the Fontys umbrella.
Student Loans (Higher Education) Act	<i>Wet studievoorschot hoger onderwijs</i> , the act amending the Student Finance Act 2000 under which, among other things, the basic grant element of the performance-related grant was replaced by a loan.
WHW	Higher Education and Research Act ( <i>Wet op het hoger onderwijs en wetenschappelijk onderzoek</i> ), Bulletin of Acts and Decrees 593, 1992, and subsequent additions and amendments.

**Article 2 – Scope**

1. This scheme relates exclusively to students enrolled in a Fontys full-time or dual degree programme, who pay Fontys the statutory tuition fees and *who received their first student finance on or after 1 September 2015 for a Bachelor's or Master's programme in higher education*, with the exception of Chapter 5, 'Attendance fee'. This chapter also applies to students who are enrolled in a part-time degree programme.
2. Students who have requested and been awarded an allowance for board activities pursuant to Chapter 4 or 5 of this scheme thereby renounce a claim to graduation support as referred to in Chapter 3 of this scheme.

**CHAPTER 2                    PROFILING FUND COMMITTEE****Article 3 – Function and composition**

1. The Profiling Fund Committee was set up by the director of the Student Facilities Department, mandated by the Executive Board, and is charged with the implementation of the Profiling Fund Scheme.
2. The Profiling Fund Committee consists of a number of maximum five members, among which a number of maximum four Fontys staff members and one Fontys student. The Profiling Fund Committee is assisted by a secretary. The committee members are appointed by the director of the Student Facilities Department.
3. The Profiling Fund Committee can be contacted at the following address:  
Fontys University of Applied Sciences  
The Secretary to the Profiling Fund Committee  
PO Box 347  
5600 AH Eindhoven  
e-mail [profileringsfonds@fontys.nl](mailto:profileringsfonds@fontys.nl)

**Article 4 – Duties and competences**

1. It is the task of the Profiling Fund Committee to take decisions with regard to the applications and requests described in this scheme.
2. In the performance of its duties, the Profiling Fund Committee is authorised to:
  - a. draw up further guidelines with which an application/request must comply;
  - b. seek further information in relation to an application/request from the student counsellor, the department or, with the student's consent, the practitioner;
  - c. perform all necessary verification procedures to ensure a correct assessment of the application.

**Article 5 – Reporting**

Each year, the Profiling Fund Committee keeps an anonymous register of the nature and extent of the applications handled by the committee for the benefit of the director of the Student Facilities Department and the Executive Board.

**Article 6 – Secrecy**

To ensure that the privacy of the student submitting an application or request is protected, the secretary and members of the Profiling Fund Committee are obliged to observe secrecy in respect of all matters which came to their attention in their capacity of secretary or committee member.

## CHAPTER 3 GRADUATION SUPPORT

### Article 7 – Special circumstances

1. The following are classified as special circumstances justifying the award of graduation support:
  - a. illness;
  - b. pregnancy and childbirth;
  - c. physical, sensory or other functional impairments;
  - d. special family circumstances, including the special circumstances of the person with whom the student cohabits or has a living-apart-together relationship;
  - e. the actual structure of a degree programme, which has resulted in a study delay;
  - f. loss of accreditation of the degree programme in which the student is enrolled;
  - g. participation in top-class sport, as detailed in the [Top-Class Athletes Scheme](#);
  - h. board activities in respect of which the student does not want to apply for a board membership grant or attendance fee as referred to in Chapters 4 and 5;
  - i. circumstances other than those set out in this article which would result in extreme unfairness if a request based on such circumstances were to be rejected by the Profiling Fund Committee.

### Article 8 – Conditions for graduation support

1. A student will be eligible for graduation support if he fulfils the following conditions:
  - a. he is enrolled at Fontys as a full-time student or a student following a dual degree programme and has paid Fontys the statutory tuition fees for a degree programme for which he has not yet been awarded a degree, or of which he has not yet passed the final examination;
  - b. due to the special circumstances, he has fallen behind or is expected to fall behind with his studies in this programme.
2. A student claiming graduation support based on the circumstances referred to in Article 7(1)(a) or (c) will only be eligible for graduation support if he submitted a written application to DUO to extend the duration of the performance-related grant (as referred to in Section 5.2b of the WSF 2000).
3. A student will only be eligible for graduation support if he submits his application during the performance-related grant period. After the performance-related grant period, a student can only submit an application in the following cases:
  - a. during the period in which a student receives an extra year's performance-related grant from DUO;
  - b. during the period in which a student receives graduation support from the Profiling Fund Committee;
  - c. for as long as the maximum duration of the support has not been exceeded (see Article 11(4)).
4. In the event of the special circumstance referred to in Article 7(1)(f), the only condition is that the student must be enrolled in the degree programme of which the accreditation has not been extended (see Article 15).

### Article 9 – Further conditions for graduation support: notification and limitation of study delay

1. The student must report any special circumstance that may result in a study delay and in a claim for graduation support to a student counsellor when this circumstance arises, and in any case within five months of the special circumstance arising, in order to discuss the measures required to keep the study delay to a minimum. These discussions must be recorded in the report contained in the student's counselling file held by the student counsellor by the end of the academic year in which the special circumstance arose.
2. The student is obliged to discuss the following with the student counsellor:

- a. the possibility of premature termination of enrolment;
  - b. the possibility of applying for an extra year's student finance from DUO in the event of special circumstances as referred to in Article 7(1)(a) and (c);
  - c. the possibility of taking measures to keep the study delay to a minimum.
3. A student who encounters special circumstances that may result in a study delay is expected to study responsibly. This means that he must draw up a study plan each year, in consultation with the student counsellor and the student's tutor, which shows how much he has fallen behind due to the special circumstances. The study plan must contain a timetable for the consultations between the student and his tutor. When the student feels that he is unable to comply with the study plan drawn up and the arrangements laid down in it, he must contact his tutor and the student counsellor immediately.

#### **Article 10 – Application for graduation support**

1. After the department has signed the application for graduation support, the student must submit this application electronically to the secretary to the Profiling Fund Committee, [profileringsfonds@fontys.nl](mailto:profileringsfonds@fontys.nl).
2. The application must be submitted during the performance-related grant period (which also includes any extra year's performance-related grant or the period during which graduation support is received, see Article 8(3)), preferably six months before the end of the performance-related grant period, so that the payment of the financial support awarded can start as soon as the performance-related grant ends.
3. If the application is submitted after the last day of the performance-related grant period (including any extra year's performance-related grant or extra year's graduation support), it will be declared inadmissible. Applications must be made using the application form that can be found on the [portal of the Profiling Fund Committee](#).
4. The completed application form must be accompanied by the following documents:
  - a. overview of the performance-related grant received in higher education and a statement from DUO concerning the level of the performance-related grant;
  - b. a statement from the student counsellor about the relationship between the special circumstances and the study delay, indicating by how many months the studies were delayed by the special circumstances;
  - c. a statement from an (attending) physician, psychologist, midwife or other qualified practitioner specifying the period during which the circumstances applied, in the event of special circumstances as referred to in Article 7(1)(a) to (d) inclusive;
  - d. a copy of the application for an extra year's performance-related grant and DUO's decision (if applicable);
  - e. supporting documents showing the special family circumstances, in the event of special circumstances as referred to in Article 7(1)(d);
  - f. a recent overview of the study results achieved during the entire academic career at Fontys;
  - g. copies of the study plans for the academic years involving a study delay;
  - h. a further substantiation as to why, in the applicant's opinion, the degree programme was structured in such a way as to reasonably prevent him from taking the final examination within the performance-related grant period, in the event of special circumstances as referred to in Article 7(1)(e). If desired, the student may submit a statement from the department as part of this substantiation;
  - i. proof of the student's registration with Fontys as a student with Top-Class Sport or Talent status, in the event of special circumstances as referred to in Article 7(1)(g) (see the Top-Class Athletes Scheme). In addition, the student must submit proof upon request that he receives no other income from participating in top-class sport;



- j. supporting documents showing that the student fell behind with his studies due to a special circumstance not listed under Article 7(1)(a) to (g) inclusive. In that case, the delay will be due to special circumstances as referred to in Article 7(1)(h) or (i).
- 5. If the application is incomplete, the secretary will ask the student in the confirmation of receipt to submit the missing documents within four weeks. If the requested documents are not submitted in time, the application will be declared inadmissible.
- 6. Students who fail to report a study delay in the manner described in Article 9, or to comply with the provisions of Paragraphs 1 to 5 inclusive of the present article, will be ineligible for financial support.

#### **Article 11 – Establishment of study delay**

1. The Profiling Fund Committee establishes the extent of the study delay per academic year on the basis of various factors, including the duration of the special circumstances, the delay actually incurred because of the special circumstances, the study programme scheduling and the time required to catch up. In this context, the committee looks at the set number of credits that can be earned and the number of credits actually earned, based on the study plans submitted. Delays for which an allowance was already awarded (either by another educational institution or by DUO) will be disregarded. The period of study delay, expressed in months, can be determined for a maximum period of 12 months.
2. In highly exceptional situations, which involve a special circumstance causing a greater delay than foreseen, the student may submit a request for an extension to the Profiling Fund Committee, using the appropriate application form. This request must be accompanied by a personal substantiation of the additional delay, a recent study results overview, a study plan and a recommendation from a student counsellor. Such a request must be submitted before the end of the period in which graduation support is received. An extra period of study delay may only be awarded if the maximum period of 12 months, as set out in Paragraph 1, is not exceeded.
3. In the event of a new special circumstance that may result in a study delay, the student may contact the student counsellor in order to report this delay (see Article 9) and subsequently submit a new application (see Article 10). An extra period of study delay may only be awarded if the maximum period of 12 months, as set out in Paragraph 1, is not exceeded (see Article 8(3c)).
4. The study delay, including any extension as described in Paragraph 2, or awarded based on a new special circumstance as described in Paragraph 3, is set at a maximum of 12 months, except in the event of the special circumstance of pregnancy and childbirth. For this special circumstance, the maximum study delay is four months per pregnancy. A study delay of less than one month will not result in the award of financial support.

#### **Article 12 – Decision on application**

1. The Profiling Fund Committee will decide on the application within five weeks of its submission, unless the application requires further investigation. This period will be suspended from the day on which the student was requested to submit missing information until the day on which the application was supplemented.
2. The decision will be one of the following:
  - a. an acknowledgement of the special circumstance and the resulting study delay as the basis for support during a period to be specified in the decision, and communication of any further action required from the student before payment can be effected;
  - b. a rejection of the application;
  - c. a declaration of inadmissibility, because an incomplete application was not or insufficiently supplemented within the specified period.
3. The decision will be substantiated and communicated in writing to the student, which communication will mention the option to file a notice of objection and the period for doing so (see Article 32).

### **Article 13 – Amount, instalments and payment of the graduation support**

1. The graduation support for students borrowing from DUO equals a monthly amount of 1/12 of the amount of debt cancellation by DUO in the event of extension of the performance-related grant plus the top-up grant, and the supplement for single-parent families (where applicable), which the student concerned receives or would have received under Chapter 3 of the WSF 2000 if he claimed or could claim this, as indicated in the latest communication from DUO in respect of the performance-related grant period, and will amount to at least €200 per month. For students borrowing from DUO without a top-up grant and for students who are not borrowing from DUO and who do not have a top-up grants, the foregoing is equally applicable, on the understanding that the amount of graduation support is equal to a monthly amount of €200.
2. In addition, students who are no longer entitled to a DUO student travel product (public transport travel product) because of the study delay incurred will receive a travel expense allowance equalling the amount which a student would receive from DUO as compensation for the inability to use the public transport travel product.
3. The support will be paid in the form of a non-repayable grant.
4. Payment will be effected in monthly instalments after the end of the performance-related grant period.
5. No payment will be effected if, during the period in which the special circumstance occurred, the student already received a year's extra student finance from DUO in respect of the same special circumstance and the same period.
6. A condition for payment of the graduation support is that at the time of the payment the student is enrolled at Fontys as a full-time student or as a student following a dual degree programme, has paid Fontys the statutory tuition fees and has not yet passed the final examination of the degree programme, and has studied responsibly as described in Article 9(3).
7. Payment of the graduation support will be terminated in the following cases:
  - a. after the end of the period during which the student is entitled to support;
  - b. effective from the first month after the enrolment as a student was terminated. The student is obliged to notify the secretary to the Profiling Fund Committee when he terminates his enrolment or when his enrolment is terminated;
  - c. effective from the first month after the student passed the final examination of the degree programme. The student is obliged to notify the secretary to the Profiling Fund Committee when he has passed the final examination of his degree programme. If the student fails to notify this in time, the Committee can recover the incorrectly received amounts.

### **Article 14 – Payment**

1. The graduation support will only be paid bases on an positive decision of the Profiling Fund Committee.
2. The secretary to the Profiling Fund Committee provides the Financial Department with a copy of the decision. The Financial Department will ensure the effective handling and payment to the student.

### **Article 15 – Special circumstance: loss of accreditation**

1. If the degree programme in which the student is enrolled loses its accreditation, the Executive Board will see to a tailor-made arrangement for all students enrolled in that programme at that time. If, pursuant to a legislative change, the department is granted a remedial period in which to obtain a positive accreditation, this tailor-made arrangement will only be offered from the moment when the degree programme permanently loses its accreditation.
2. Articles 9 to 14 inclusive do not apply to this special circumstance.

### **Article 16 – Honouring of claims granted and transferability**

1. A student who has pursued the same degree programme at a different university or university of applied sciences and is or would have been entitled to support granted earlier under Section 7.51 of the WHW, will be entitled to support as if this programme had been pursued at

Fontys. To this end, the student must submit a statement from the institution concerned which shows the following:

- a. the study delay was established during the enrolment in the same degree programme at this other institution;
  - b. this other institution has not yet paid financial support for this period of study delay;
  - c. the delay was reported to the Profiling Fund Committee in good time, that is, within five months of the special circumstance arising.
2. In addition, it will be checked whether the student already received an extra year's student finance from DUO in respect of this delay and period.
  3. No payment will be effected if, during the period in which the special circumstance occurred, the student already received a year's extra student finance from DUO in respect of the same special circumstance and the same period.

## **CHAPTER 4                    BOARD MEMBERSHIP GRANT**

### **Article 17 – Board activities**

1. Fontys distinguishes between two types of board activities:
  - a. intensive board activities, which means holding a board position at a student organisation pertaining to an umbrella recognised by Fontys or to the Fontys umbrella, as described in Article 23;
  - b. light board activities, which means membership or chairmanship of a CPC, IPC or DPC.
2. The allowance for students performing intensive board activities, the board membership grant, is detailed in this chapter.
3. The allowance for students performing light board activities is detailed in Chapter 5.

### **Article 18 – Exemption from payment of statutory tuition fees**

1. If a student is enrolled in a degree programme at an institution, the Executive Board may grant the student a one-off exemption for the period of one academic year from paying the statutory tuition fees, if the student, in a full-time capacity:
  - a. is a member of the board of a student organisation of some size with full legal capacity, or of the CPC;
  - b. engages in activities in the administrative or social realm which according to the Executive Board are to some degree in the interest of the institution or the education provided by the institution, if the student is not following education at the institution or sitting examinations at the institution or at another government-funded institution during that time, and the membership as described under a. or the activities described under b. are not commercial in nature.
2. The scheme enables the person participating in the scheme to make use of the institution's facilities other than education (which includes sitting tests, resits and/or examinations) during a period in which he is not paying tuition fees but perform board activities as referred to in Article 18(1) on a full-time basis.
3. In order to take part in this scheme, the student must conclude an agreement with the Executive Board prior to the period in which he wants to gain board experience without paying tuition fees. He must notify the secretary to the Profiling Fund Committee no later than two months before the start of this period. This agreement will contain any arrangements made between the student and his department on how the student can prevent additional study delays due to his participation in this scheme.
4. If special circumstances make it impossible for the Executive Board to conclude an agreement within the time period specified in Article 18(3), the Profiling Fund Committee will notify the student as soon as possible.
5. During the period in which the student takes part in this scheme, he will not receive a board membership grant.

#### **Article 18a – Student organisation umbrellas**

1. Fontys works with umbrellas of student organisations that are active at one or more Fontys teaching locations. Study associations associated with Fontys are expected to become members of umbrella organisation, the Federation of Purple Study Associations (FPSA). Student organisations, that are not study associations, not pertaining to one of these umbrellas can be included in the Fontys umbrella organisation.
2. The umbrella organisations recognised by Fontys are listed in Appendix I.
3. An umbrella organisation wishing to be added to the list of recognised umbrella organisations must submit a request to this end to the Profiling Fund Committee. In the request, the umbrella organisation must provide information on the umbrella organisation's objects and mode of operation and on the student associations pertaining to the umbrella organisation.
4. The Profiling Fund Committee will decide to add an umbrella organisation to the list if the umbrella organisation is active at one or more locations at which Fontys is active and the student associations pertaining to the umbrella organisation focus on a target group that is broader than students at one or several Fontys degree programmes, or study associations that focus on one specific study programme or a few specific study programmes, and which are only open to students of this study programme or these study programmes..
5. At the beginning of the academic year, the Profiling Fund Committee will request the board of the umbrella organisation to provide a list of all of the associations belonging to the umbrella organisation. This list must be provided by 30 September at the latest.
6. Based on the number of board positions at the associated student organisations and the number of members of the student organisations, the umbrella organisation annually applies for a number of board membership months from the Profiling Fund Committee. The exact procedure is set out in the Fontys Board Membership Grants procedure, which must be followed by all the associated umbrella organisations.

#### **Article 19 – Inclusion of study association in Federation of Purple Study Associations (FPSA)**

1. In order [for board members] to be eligible for a board membership grant, study associations at Fontys must be members of the Federation of Purple Study Associations (FPSA).
2. Every year before 1 February, study associations must submit a copy of its latest notarial articles to the Profiling Fund Committee.
3. Study associations must submit an activities plan every year before 1 November, which includes the planned activities for the current academic year. In addition, all study associations must submit an annual report before 15 May. Both documents must also be submitted to the Profiling Fund Committee.
4. For study associations contending with a change in the board during the course of an academic year, other submission dates may be agreed with the Profiling Fund Committee.
5. Any study associations that do not submit the documents listed under 19(2), 19(3) and 19(4) in timely fashion, will not be eligible for board membership grants.
6. The chairs of each study association will sign to acknowledge that they have acquainted themselves with the procedures, guidelines and deadlines that apply at Fontys, using a form drawn up by Fontys, which must be submitted to the FPSA.
7. Each study association must have a code of conduct, which must be submitted to the Profiling Fund Committee.

#### **Article 19a – Incorporation of student organisations into the Fontys umbrella organisation**

1. Student organisations, which are not study associations and do not belong to any of the umbrella organisations listed in Appendix 1, can submit a request to the Profiling Fund Committee to be included in the Fontys umbrella organisation.
2. Student organisations must satisfy the following requirements:
  - a. the student organisation is an association with full legal capacity;
  - b. according to its articles, the association focuses on the student community in the regions where Fontys is based;
  - c. the association's purpose stated in its articles and actual activities are compatible with Fontys' objectives and are aimed at a target group more extensive than just the students of one or a few study programmes;
  - d. the student association is open to any student enrolled in one of the Fontys study programmes. A substantial number of members are enrolled in various Fontys study

- programmes.
3. The request to be eligible to be included in the Fontys umbrella organisation must be substantiated and must include the following details:
    - a. the address details of the organisation and of the contact person;
    - b. a description of the purpose and activities;
    - c. the number of board members and their remit;
    - d. a specification of the number of fee-paying members as at 1 January of the academic year in which the request is submitted;
    - e. a specification of the number of members enrolled as students at Fontys.
  4. The request must be accompanied by the following documents and information:
    - a. a copy of the articles and the most recent extract from the Chamber of Commerce;
    - b. a list of the board members for the academic year concerned. This must be supported by the articles or a different document (such as the association's internal regulations);
    - c. the number of months to be awarded per board member;
    - d. an activity plan, if such a plan is available and may have consequences for the performance of the board duties.
  5. If the student organisation meets the requirements set out in 19a(2) and 19a(3), the Profiling Fund Committee will decide that the student organisation can be included into the Fontys umbrella organisation.
  6. Based on a student organisation's board positions, the Profiling Fund Committee will determine how many months of the academic year are available for the performance of the student organisation's board duties.
  7. Student organisations are required to notify the Profiling Fund Committee of any significant changes in the details provided.
  8. Each student organisation must draw up a code of conduct, which they must submit to the Profiling Fund Committee.

#### **Article 20 – Conditions for board membership grant**

1. A student will be eligible for a board membership grant if he fulfils the following three conditions:
  - a. he is enrolled at Fontys as a full-time student or a student following a dual degree programme and has paid Fontys the statutory tuition fees for a degree programme for which he has not yet been awarded a degree, or of which he has not yet passed the final examination;
  - b. he is or was entitled to a performance-related grant in connection with this programme.
2. A foreign student who does not meet the conditions of Paragraph 1 but does perform board activities at a student organisation, which prevents him from pursuing all or part of the programme, may apply for a board membership grant provided that he is enrolled at Fontys as a full-time student or a student following a dual degree programme and has paid Fontys the statutory tuition fees for a degree programme for which he has not yet been awarded a degree, and he has not yet exceeded the set length of this programme.

#### **Article 21 – Further conditions for board membership grant**

1. The student must perform the board activities referred to in Article 17(1)(a) during the period that meets the conditions referred to under a and b:
  - a. during the first five years of the performance-related grant period;
  - b. during the set length of the programme or within 12 months of the end of this period. The set length is two years for an Associate Degree programme, four years for a Bachelor's programme and one year for a Master's programme.
2. The student must renounce his claims to graduation support as detailed in Chapter 3 of this document for the special circumstance on account of which he was awarded a board membership grant.
3. The student may not receive remuneration for the board position, whether from the umbrella organisation concerned, the student organisation or otherwise.
4. The student must satisfy the procedural requirements of this scheme.

#### **Article 22 – Application for board membership grant by student pertaining to an umbrella organisation listed in Appendix 1**

1. A student who holds a board position at a student organisation pertaining to one of the umbrella organisations referred to in Article 18a(2) must submit the application with the necessary information to the umbrella organisation, in accordance with the procedure drawn up and communicated by the umbrella organisation.
2. The umbrella organisation will forward the applications received for all its students holding board positions to the Profiling Fund Committee.
3. The Profiling Fund Committee will award the individual board membership grants if the students concerned and the grants applied for meet the requirements set out in Articles 20 and 21.

#### **Article 23 – Application for board membership grant by student pertaining to Fontys umbrella organisation**

1. A student who holds a board position at a student organisation pertaining to the Fontys umbrella organisation referred to in Article 19a(1) must submit an application for a board membership grant to the secretary of the Profiling Fund Committee.
2. The application must be submitted as soon as possible after the student learns that he will hold a board position for which he may receive a board membership grant, but in any case before 1 March of the academic year in which the board activities are performed.
3. Applications submitted after 1 March of the academic year in which the board activities are performed will be declared inadmissible, unless the student can state the reasons for missing the deadline and this late submission is considered excusable.
4. Applications must be made using the application form that can be found on the Student Facilities portal by entering the search term '*bestuursbeurs*' (board membership grant).
5. The student must enclose the following documents with the application form:
  - a. a statement from the board of the student organisation specifying the board position which the student will hold in the academic year concerned, signed by the chairman (or the secretary, if the chairman submits a request on his own behalf);
  - b. the latest communication from DUO in respect of the level of student finance awarded to the student at the time of the application.
6. If the application is incomplete, the secretary will ask the student in the confirmation of receipt to submit the missing documents within a specified period. If the requested documents are not submitted in time, the application will be declared inadmissible.

#### **Article 24 – Decision on application for board membership grant regarding Fontys umbrella organisation**

1. The Profiling Fund Committee will decide on the application within ten working weeks of the 1 March submission deadline. This period will be suspended from the day on which the umbrella organisation or the student was requested to submit missing information until the day on which the application was supplemented.
2. The decision will be one of the following:
  - a. an acknowledgement that the board activity is eligible for an allowance in the form of a board membership grant. The acknowledgement will indicate how many months may be granted for this board position;
  - b. a rejection of the application;
  - c. a declaration of inadmissibility, because an incomplete application was not or insufficiently supplemented within the specified period, or the application was submitted after the deadline.
3. The decision will be substantiated and communicated in writing to the student, which communication will mention the option to file a complaint and the period for doing so.

#### **Article 25 – Amount and payment of the support**

1. The amount of the board membership grant paid by Fontys is expressed in months (whereby one month means holding a board position for one month on a full-time basis). The maximum grant will be 12 months per student for the student's total period of enrolment. Each student may receive a maximum of nine months' support per academic year.
2. For each month, the student will receive financial support in the amount of € 200.00. The level of this monthly amount may be adjusted each year.

3. Following a confirmation from the umbrella organisation's chairman that the board duties were properly discharged, the board membership grant will be paid in the month of July.
4. A student pertaining to the Fontys umbrella organisation must submit a request for payment together with a statement, signed by the student organisation's chairman, showing that the student did indeed perform the board activities. Requests made by a chair of a student organisation for their own board membership grant must be signed by the secretary of the student organisation.
5. Payment of the board membership grant is subject to the condition that, at the time of the payment, the student is enrolled at Fontys as a full-time student or as a student following a dual degree programme, has paid Fontys the statutory tuition fees and has not yet passed the final examination of the degree programme. If the student already received a board membership grant for 12 months, the maximum number of months to be awarded will have been attained and no further grant will be awarded.

#### **Article 26 – Tuition fee free board experience scheme**

1. A student who meets the conditions referred to in Article 20 has the option to participate in the tuition fee free board experience scheme for a maximum period of 12 months.
2. The tuition fee free board experience scheme enables the person participating in the scheme to make use of the institution's facilities other than education (which includes taking tests, resits and/or examinations) during a period in which he is not enrolled but performs board activities as referred to in Article 17(1)(a) on a full-time basis.
3. In order to take part in this scheme, the student must conclude an agreement with the Executive Board prior to the period in which he wants to gain board experience without paying tuition fees. He must notify the secretary to the Profiling Fund Committee no later than two months before the start of this period. This agreement will contain any arrangements made between the student and his department on how the student can prevent additional study delays due to his participation in this scheme.
4. During the period in which the student takes part in this scheme, he will receive financial support from the profiling fund each month, as described in Article 25(2).

## **CHAPTER 5 ATTENDANCE FEE**

#### **Article 27 – Attendance fee**

1. The attendance fee is determined per meeting attended, as set out in Appendix 2.
2. The attendance fee payable to the student is determined on the basis of the number of meetings attended.
3. The student must renounce his claims to graduation support as detailed in Chapter 3 of this document for the special circumstance on account of which he was awarded an attendance fee.
4. No more than four Fontys students are eligible each year for attendance fees in respect of meetings of the Dutch National Student Association (*Interstedelijk Studenten Overleg, ISO*). In that case, the attendance fee will be € 50.00 per meeting.
5. The level of the attendance fees is determined once every two years.
6. Appendix 2 to this document sets out the attendance fees applicable to each student member by level of participation.

#### **Article 28 – Request for payment of attendance fee**

1. Requests for payment of the attendance fee must be submitted to the secretariat of the student's own department if they relate to meetings of the IPC or DPC. The provisions of Paragraphs 3 to 6 inclusive of this article do not apply to these requests. The payment dates and manner of submission are determined and communicated by the institutes.
2. Requests for payment of the attendance fee must be submitted to the secretariat of the Profiling Fund Committee if they relate to meetings of the CPC, the ISO and the Profiling Fund Committee. The procedure for these requests is detailed in Paragraphs 3 to 6 inclusive of this article.
3. Requests for payment of the attendance fee must be submitted on a monthly basis, before or on the last day of the month following the end of the activities. The fee will be paid within 30

- days of the request having been received.
4. The request must be submitted electronically using the claim form '*IB-47 en vrijwilligersvergoedingen*' ('IB-47 and volunteer payments') and, after digital signature, be sent to the mailbox [digitalefacturen@fontys.nl](mailto:digitalefacturen@fontys.nl).
  5. The request must in any case contain the following information:
    - a. details of the claimant (instead of the name of the student's department, the student must fill in '*Studentvoorzieningen*' (Student Facilities) at '*Instituut/dienst Fontys*' (Fontys institute/service department));
    - b. at '*type inzet*' (type of deployment), the student must fill in '*vacatiegelden*' (attendance fees);
    - c. the dates on which the meetings were held;
    - d. a description of the board position, the forum and the meetings which the student attended;
    - e. the amount to be paid in conformity with Appendix 2 ('Attendance fees for student members') to the Profiling Fund Scheme.
  6. Requests which are submitted after 31 December of the calendar year in which the board activities were performed will not be processed, unless the student states the reasons for missing the deadline and this late submission is considered excusable.

#### **Article 29 – Decision on request for payment**

1. If a complete request for payment was submitted, payment will be made into the account number specified by the student.
2. If the request for payment was incomplete, the student will be given a period in which to supplement the missing details. If these details are not submitted within the specified period, the request for payment will be declared inadmissible. The request for payment will also be declared inadmissible if it was submitted late (see Article 28(3)).
3. The declaration of inadmissibility will be substantiated and communicated in writing to the student, which communication will mention the option to file a complaint and the period for doing so.

## **CHAPTER 6 CONCLUDING PROVISIONS**

#### **Article 30 – Accumulation of applications**

In the event of a concurrence of special circumstances (such as a board position and participation in top-class sport), the set period for these positions combined with top performance will be taken into account in determining the extent of study delay. The total financial support can never exceed the financial support provided over a 12-month period.

#### **Article 31 – Hardship clause**

In highly exceptional circumstances - this being at the Profiling Fund Committee's discretion - in which the application of this scheme were to result in extreme unfairness, the Profiling Fund Committee may derogate from this scheme in the student's favour.

#### **Article 32 – Possibilities of objection and appeal**

If the student concerned does not agree to decisions made by the Profiling Fund Committee pursuant to this scheme, he can lodge an objection (in the event of a decision based on Chapter 3 of this scheme) or complaint (in the event of a decision based on Chapter 4 or 5 of this scheme) with the Executive Board, Legal Affairs Department, PO Box 347, 5600 AH Eindhoven or by e-mail to [Studentenloket-beroep-bezwaar-klacht@fontys.nl](mailto:Studentenloket-beroep-bezwaar-klacht@fontys.nl). This must be done within six calendar weeks of the decision being communicated.

#### **Article 33 – Adoption and amendments**

This scheme was adopted by the Executive Board on 1 September 2020. The student component of the CPC gave its consent on 28 September 2020.

This scheme may be amended by the Executive Board. A decision to amend the scheme will require the prior consent of the student component of the CPC.



**Article 34 – Unforeseen cases**

In all cases not provided for by this scheme, and in the event of a difference in interpretation of one or more provisions of this scheme, the Profiling Fund Committee will decide.

**Article 35 – Entry into force and official title**

The scheme was updated in 2020 and will enter into force on 28 September 2020.  
This scheme may be cited as Profiling Fund Scheme – student loans.

Fontys University of Applied Sciences  
Education & Research Department  
Legal Affairs  
PO Box 347  
5600 AH Eindhoven

## **Appendix 1 – List of umbrella organisations**

### *Eindhoven:*

Compositum

ESSF Eindhoven Student Sport Federation

Fontys umbrella organisation

SCALA

### *Tilburg:*

FOSST

SOTS

## Appendix 2 – Attendance fees for student members

	IPC/DPC <sup>3</sup>	IPC	DPC	Profiling Fund Committee
Member	€ 52,50	€ 37,50	€ 37,50	
Council Chairman*	€ 65,-	€ 47,50	€ 47,50	
Chairman of Students' Section	€ 57,50	€ 42,50		
Studentmember Profiling Fund Committee				€ 75,00

CPC	SC Tuesday	Meetings SC-Exec. Board	CPC-A meetings	CPC-B meetings
Member	€ 50.00	€ 75.00	€ 50.00 + 15.00	€ 50.00 + 15.00
Council Chairman **	€ 140.00	€ 120.00	€ 140.00 + 15.00	€ 140.00 + 15.00
Chairman of Students' Section / Vice-Chairman CPC **	€ 100.00	€ 125.00	€ 100.00 + 15.00	€ 100.00 + 15.00

\*\* Attendance fee per CPC cycle includes extra duties, such as prior consultations with Fontys and CPC Executive Board meetings.

<sup>3</sup> This is a combined DPC and IPC.