Version: 23 November 2020 (15:00h). This document will be refreshed if new information we receive from Erasmus+/European Commission is available.

This version applies to situations in academic year 2020-2021 – Spring 2021 semester

Topic: Erasmus+ Grant and Coronavirus

From: Team Study Abroad (studyabroad@fontys.nl)

In this note we summarize the most common situations and the consequences for your Erasmus+ grant.

Please note that all this information only applies to Erasmus+ scholarship. Not to other funds from your institute/Fontys.

For Virtual Mobility and Blended Mobility (combination of virtual and physical mobility), please check the special documents on the Erasmus+ scholarships page.

Please note these facts:

- Check the country code from the Ministry of Foreign Affairs. When the country code is Green or Yellow now, but turns Orange or Red while you are preparing to leave or while you are there, a case of Force Majeure (overmacht) applies to your situation.

- Officially, the minimum duration for Erasmus+ activities is 2 months for Internship Abroad and 3 months for Study Abroad. However, in this case of Force Majeure these durations are not relevant anymore for the Erasmus+ scholarship.

Erasmus+

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Different situations / scenarios				What do these situations / scenarios mean for your Erasmus+ Scholarship?				Next steps	Reimbursement
Situation	Where are you?	What is the country code?	Do you continue online after returning home?	You can keep the 1st payment (70% of total scholarship)	You can ask for reimbursement of extra costs	You will get the 2nd payment (30% of total scholarship)	The activity counts as an Erasmus+ activity (in order to know if these days should be included in the future in case you go abroad again and need to count the days to see if you stay below the maximum of 360 days	What to do in Mobility Online?	Reimbursement of travel / accomodation expenses
1a	Returned home	It changed from Green/Yellow to Orange/Red	Yes	Yes	No	Yes	Yes	Follow all the steps in Mobility Online and register the actual start/end date that is on the Statement of Host University / Transcript of Records / Traineeship Certificate as soon as you receive it from the host institution. If they cannot provide this an email of the university/internship is also valid. The dates will not influence your scholarship amount, but you need to have a proof of the dates of your stay abroad.	Not applicable
1b	Returned home	It changed from Green/Yellow to Orange/Red	No, i do not continue online	Maybe not, depends on the duration of your stay abroad and if you can claim additional expenses. You will only get a scholarship for the actual duration abroad + additional expenses (max. total amount is the amount in your Grant Agreement)	Yes. Travel and accommodation costs, if not covered by insurance or landlord.	Maybe not, depends on the duration of your stay abroad and if you can claim additional expenses. You will only get a scholarship for the actual duration abroad + additional expenses (max. total amount is the amount in your Grant Agreement)	Yes, for the days you were abroad	Follow all the steps in Mobility Online. Register the actual start/end date that is on the Statement of Host University / Transcript of Records / Traineeship Certificate as soon as you receive it from the host institution. If they cannot provide this an email of the university/internship is also valid. If you have additional expenses, contact Team Study Abroad.	Email to studyabroad@fontys.nl with the amount you want to claim and the evidence of payment+purchase. And add the message from your insurance/landlord that they don't cover this cost. Check page 4 of this document for an example email.
2	Trip was cancelled before going.	It changed from Green/Yellow to Orange/Red	n.a.	No. Only travel costs and accommodation costs can be reimbursed. In case you received a 1st payment, we will settle this, it can be you have to pay a part back.	Yes. Travel and accommodation costs, if not covered by insurance or landlord. In case you received a 1st payment, we will settle this, it can be you have to pay a part back.	No	No	Registration in Mobility Online of this situation is not possible. Team Study Abroad will arrange this for you.	Email to studyabroad@fontys.nl with the amount you want to claim and the evidence of payment+purchase. And add the message from your insurance/landlord that they don't cover this cost. Check page 4 of this document for an example email.

Different situations / scenarios				What do these situations / scenarios mean for your Erasmus+ Scholarship?				Next steps	Reimbursement
Situation	Where are you?	What is the country code?	Do you continue online after returning home?	You can keep the 1st payment (70% of total scholarship)	You can ask for reimbursement of extra costs	You will get the 2nd payment (30% of total scholarship)	The activity counts as an Erasmus+ activity (in order to know if these days should be included in the future in case you go abroad again and need to count the days to see if you stay below the maximum of 360 days	What to do in Mobility Online?	Reimbursement of travel / accomodation expenses
3	Still abroad	It changed from Green/Yellow to Orange/Red	n.a.	Yes	No	Yes	Yes	Follow all the steps in Mobility Online. Register the actual start/end date that is on the Statement of Host / Transcript of Records / Traineeship Certificate as soon as you receive it from the host institution.	Not applicable
4	Blended Mobility	Green, Yellow, Orange, Red	n.a.	Yes, you get a scholarship for duration of your stay abroad	No	Yes, you get a scholarship for duration of your stay abroad	Yes	You will be registered in Mobility Online as Blended Mobililty (follow the regular steps). Please contact studyabroad@fontys.nl Please also read the special information on Blended Mobility on the Erasmus+ Scholarships webpage of Fontys	Not applicable
5	Virtual Mobility	Green, Yellow, Orange, Red	n.a.	No, you don't get a scholarship (no payment involved)	No	No, you don't get a scholarship (no payment involved)	Yes	You will be registered as a zero-grant student (Virtual Mobility). Please contact studyabroad@fontys.nl Please also read the special information on Virtual Mobility on the Erasmus+ Scholarships webpage of Fontys	Not applicable

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- ✓ In all studies/internships abroad that were cancelled / shortened due to Corona-virus, Fontys will apply for Force Majeure at the European Commission, also if the minimum duration of the activity abroad was not reached.
- ✓ Students who **had already started their stay abroad**, will in case of Force Majeure due to a change country colour (green/yellow to orange/red) be able to keep the Erasmus+ Scholarship if they continue their study/internship online.
- ✓ Students with a situation of Force Majeure that continue their study/internship online (does not matter from where) will still receive the Erasmus+ scholarship as it is in the Grant Agreement.
- ✓ As soon as you receive the offical documentation (Statement of Host / Transcript of Records / Traineeship Certificate) from your host university/organisation you can upload this in Mobility Online and complete all the steps. If you do not get this documentation you need to ask your host university/organisation for an email mentioning your start/end date. The dates in the documents/email do not influence your scholarship amount if you had already started your period abroad and continued online.
- ✓ Students in situations where the activity was **cancelled before departure due to a change from green/yellow to orange/red in the country code**, will only get their travel + accommodation expenses reimbursed by Erasmus+, in case this is not covered by the insurance or landlord. If the first payment (70% of the total scholarship amount) was already received, this will be settled with the claimed expenses, so it can be that part of the first payment has to be paid back. If no travel or accommodation expenses were made that can be reimbursed, the full first payment has to be paid back. The maximum amount of reimbursement is the total amount that was stated on your signed Grant Agreement.
- ✓ Students in situations where the activity was **stopped and they returned while they were there and that cannot continue online study/internship from their home country** will only get the scholarship for the actual days abroad. Next to that, they can claim their travel + accommodation expenses reimbursed by Erasmus+, in case this is not covered by the insurance or landlord. We will calculate the total number of days and the scholarship corresponding to it, and add the expenses to it. If your first payment (intitial 70%) was lower than this amount, it can be that a part has to be paid back. Otherwise you get the remaining amount in a final payment. The maximum amount of reimbursement is the total amount that was stated on your signed Grant Agreement.
- ✓ If you are still abroad and your study/internship is prolonged, also proceed all the normal steps in Mobility Online and fill in the dates of start/end corrresponding to the official documentation. You will be able to get the scholarship for the full duration. Please inform your International Coordinator about this extra duration and ask for their approval.
- ✓ If you want to go abroad another time, in next semesters, you can still apply for a new Erasmus+ scholarship. It must be noted that the maximum duration you can get an Erasmus+ scholarship, during your Bachelor studies, is 360 days in total, adding up all the days of the different activities abroad. This includes the Erasmus+ days that you reported during this period abroad that was shortened due to Corona-virus. Even if the minimum number of days was not reached.
- ✓ Only students that did not leave yet or that had to return and do not continue study/internship online will be able to claim their travel and accommodation expenses if purchased already, and if they are not paid by the insurance or landlord. For those students, please find an example email on the next page, so we can easily process and reimburse the amount as quickly as possible. Copy/paste this text in your email, so that we can administer the requests in the easiest way.

Note: this concept email only applies to students that did not leave for their Erasmus+ activity or that came back and have no online continuation of their study/internship abroad.

Dear Team Study Abroad - Erasmus+,

I would like to claim travel or accommodation expenses for my study/internship (please select one) abroad. I understand that Team Study Abroad will settle these expenses with my first payment (if I received it already) or the final payment (calculation of scholarship upon actual stay abroad).

Please choose:

- *In my situation the country code changed from green/yellow to orange/red while I was preparing for my study/internship abroad.*
- *In my situation I had to return home and my study/internship was not continued online.*

I had already made these costs, and I do not get them from the insurance or landlord. The total amount is …… euro.

Find attached:

- Evidence of booking/purchase of travel expenses

- Rental agreement or other evidence of accommodation expenses

- Evidence of payment of these expenses

- Evidence of the insurance or landlord stating that I do not get this amount covered

Kind regards,

Student name + email + phone number