**TICK THE BOX THAT IS APPLICABLE:**

* **REQUEST CALCULATION REDUCED TUITION FEE 2023-2024**
* **REQUEST ADVANCE STUDY GRANT FLEMISH COMMUNITY**

Personal data is collected from you in this form. Odisee is the controller of your personal data and can only process these data when you have given your consent by filling in your details. We recommend that you fill in the form as correct and as complete as possible. The more information you fill in, the better we can process and follow up your request. Your personal data will only be processed in order to check whether we can grant you financial support. Your data will be processed in an application from a software supplier of Odisee. You have the right to request the controller to obtain access, rectification or erasure of your data or to withdraw your consent. Such request can be directed to [els.jacobs@stuvoplus.be](mailto:els.jacobs@stuvoplus.be). For more specific questions about the protection of your personal data, you can contact the Data Protection Officer of Odisee via [privacy@odisee.be](mailto:privacy@odisee.be).

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| To be handed in **as soon as possible and preferably before 1 November** to an employee of the Social Services’ office of STUVO on your campus. You can send the form and attachments by e-mail or hand it in at the office on the campus. |

**Request calculation reduced tuition fee 2023-2024**

Based on the information given in this document, we will calculate whether you are eligible for a reduction of the tuition fee for academic year 2023-2024.

Students who fulfill the conditions set by the Flemish Community can also be eligible for a study grant. Want to know more? Contact a member of the Social Services’ office on your campus for more information.

**IMPORTANT REMARK**

* This form is **not** a request for a study grant from the Flemish Community, it serves only to simulate whether you are eligible for a reduction of the tuition fee for academic year 2023-2024. If you are eligible for a study grant from the Flemish Community, you need to request the study grant directly at the Department of Scholarships via [www.studietoelagen.be](http://www.studietoelagen.be) > ‘dien je aanvraag in’ before **1 June 2024**.
* **FOLLOWING PROCEDURE IS ONLY VALID FOR ODISEE STUDENTS**  
  If you were entitled to a ‘schoolpremie’ (from the organization of ‘allocations familiales’ in Brussels) or ‘schooltoeslag’ (from Groeipakket in Flanders) last school year for secondary education or to a study grant from the Flemish Community in academic year 2022-2023, you do not need to fill in this document. In this case you bring the letter with the proof of your ‘schoolpremie’ or ‘schooltoeslag’ or the letter with the decision of the study grant of 2022-2023 to an employee of Student Administrative Services on your campus.

You will pay, for now and with reservation, a reduced tuition fee until Odisee receives the decision from the Department of Scholarships (‘afdeling Studietoelagen’) concerning your eligibility for the study grant in academic year 2023-2024.

**Request advance study grant Flemish Community**

Due to the fact that the calculation and the payment of the study grant can take up to a few months, it is possible, for students who are eligible for a study grant from the Flemish Community, to request an advance on this sum. You can receive up to maximum half of the amount of the study grant at the Social Service’s office of STUVO.

More information on the procedure and the necessary documents for the calculation can be requested at the Social Services’ office of STUVO.

**STUDENT INFORMATION**

Name ……………………………………………………………………………………..

First name ……………………………………………………………………………………..

Student number ……………………………………………………………………………………..

Address in Belgium ……………………………………………………………………………………..

……………………………………………………………………………………..

Mobile phone number ……………………………………………………………………………………..

Private e-mail address ……………………………………………………………………………………..

Nationality1 ……………………………………………………………………………………..

Belgian national number …………………………………………………………………………………….

Disabled > 66%? Y/N (provide the correct attestation)

Bank account number ……………………………………………………………………………………..

Study Program ……………………………………………………………………………………..

Campus ……………………………………………………………………………………..

You rent a student room and your official address is not at your student accommodation:

(add a contract of min. 8 months): 🞎 JA 🞎 NEEN

1 ADD in case of foreign nationality: a copy of your ID card/passport or Belgian residence permit

**STUDENT SITUATION   
Family situation of the student on December 31st, 20231**

Student is dependent on his/her parent(s) or another person

Mention all persons who are officially living at your address (in case your parents are divorced, you should only mention the details of the parent on whose address you are domiciled and the data of the partner and all other persons, if applicable).

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Surname and name | Date of birth | Dependent on your parents income or the income of another person?[[1]](#footnote-1) | Studies  in higher education in academic year  2023-2024? | Has an income?  (wage, illness or unemployment benefit, CPAS, legal pension,…)2 | Disabled?  Y/N  +  % or number of points in total[[2]](#footnote-2) |
| Mother/partner | ................................................... | ....................... | / | Y/N | Y/N | ....................... |
| Father/partner | ................................................... | ....................... | / | Y/N | Y/N | ....................... |
| Sister(s)/Brother(s) | ................................................... | ....................... | Y/N | Y/N | Y/N | ....................... |
|  | ................................................... | ....................... | Y/N | Y/N | Y/N | ....................... |
|  | ................................................... | ....................... | Y/N | Y/N | Y/N | ....................... |
|  | ................................................... | ....................... | Y/N | Y/N | Y/N | ....................... |
| Other | ................................................... | ....................... | Y/N | Y/N | Y/N | ....................... |

Civil status of the parent/guardian who is responsible for the student

O Single O Married

O Legally cohabiting O Actual cohabiting\*\*

O Actually divorced\* O Legally divorced\*

O Widow(er)

Since: …………………………………………………………………………………

\*In case your parents are actually or legally divorced, is alimony received: Yes/No  
(add proof of alimony by means of copy of bank statements)

\*\* If this person is actually cohabitating with a partner:

* Is there a child of both partners? Yes/No If yes: since …………………….
* Is the student fiscally dependent on the new partner? Yes/No

ADD FOLLOWING DOCUMENTS

**Filled in request forms without the requested enclosures will not be considered and you will automatically pay the regular tuition fee.**

* Copy of the **income tax statement** (revenue 2021 – taxation year 2022)
* Copy of **attestation(s)/certificate(s) of non-taxable income 2021 with amounts received per month**: integration income from OCMW/CPAS, foreign income or income from an international organisation, disability benefits or a non-taxable grant
* Student whose parents are divorced: submit the amount of **alimony** that was received in 2021 by the parent with whom you live (monthly amounts with a copy of bank statements)

**Decrease of revenues or modified family situation in 2023: Yes/No**

* Add known income of 2023 (monthly pay slips, benefit certificates, etc.)
  + In case of a modified family situation due to divorce, decease of a parent, illness or unemployment, or other: add proof of received alimony in 2023 (by means of copies of bank statements with the monthly payments).

**REMARKS**

If your family situation has changed **after 1 January 2021**, please mention below what exactly has changed and when.4

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

**FILLED IN?**

Hand in this form with **ALL** enclosures **as soon as possible and preferably before 1 November 2023** to an employee of the Social Services’ office of STUVO on your campus.  
For opening hours and appointments: [www.odisee.be/en/tuition-fees](http://www.odisee.be/en/tuition-fees)

**Filled in request forms without the requested enclosures will not be considered and you will automatically pay the regular tuition fee.**

|  |  |
| --- | --- |
| **Social Service’ office Campus Brussel**  Els Jacobs  [Els.jacobs@stuvoplus.be](mailto:Els.jacobs@stuvoplus.be)  Marie-Odette Moreau  [Marieodette.moreau@stuvoplus.be](mailto:Marieodette.moreau@stuvoplus.be)  Marieke Steurs [Marieke.steurs@stuvoplus.be](mailto:Marieke.steurs@stuvoplus.be) | OR  [socialedienstbrussel@stuvoplus.be](mailto:socialedienstbrussel@stuvoplus.be)  Tel. 02 210 13 19 |

1. 1 Describe the family situation as you expect it to be on 31/12/2023  
    Indicate the correct answer

   3 Add a recent disability certificate stating the percentage or points of disability. [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)