

Guideline for a childcare support of the ÖH Uni Salzburg

§ 1 Purpose of the support

The Students' Union at the University of Salzburg (hereinafter referred to as ÖH Uni Salzburg) supports the members of the ÖH Uni Salzburg with the costs incurred for childcare in Salzburg in accordance with the guidelines and the available funds.

§ 2 Award criteria

(1) Support shall be provided according to the following criteria:

1. The prerequisite for receiving support from the ÖH Uni Salzburg is that the student is a member of the ÖH Uni Salzburg (i.e. is studying at the University of Salzburg).
2. The applicant does not receive any other grants from other sponsors (e.g. grants from the scholarship office).
3. Support from this fund is provided to students who are legally required to care for and raise a child. In principle, the support refers to children up to the maximum age of 14. Under special circumstances it is also possible to receive support for children beyond this age, these must be justified.

§ 3 Request

- (1) The application is to be made using the online form provided by the ÖH Uni Salzburg. This form must be filled out completely and truthfully. The application must be made exclusively online in the "Meine ÖH" portal.
- (2) Only fully completed applications count as applications to be considered for the further procedure.
- (3) By submitting the application, the applying student confirms that he/she has read and understood the guidelines of the social scholarship of the ÖH Uni Salzburg.
- (4) The application, which must in any case contain the name, address and matriculation number of the student, must be accompanied by the following documents:
 - a) An identification document of the child for whom assistance is requested.
 - b) a confirmation from the childcare facility (crèche, kindergarten, childminder, after-school care, babysitter) about the visit or care of the child.
 - c) a confirmation of the actual monthly costs paid for childcare (kindergarten fee without food but including heating, handicraft fee and all other usual partial and incidental costs).
 - d) Current confirmation of studies

- (5) In order to distribute the fund's limited resources fairly, monthly income and expenses must be truthfully stated in the application form. If necessary, bank statements can also be requested subsequently.

§ 4 Procedure

- (1) The decision on an application is communicated to the applicant in the form of an electronic message (email). The applicant will be informed of the status of all changes to the application by email. In case of a positive application, the applicant will receive a notification by mail, in case of a negative application, the applicant will receive a notification by email.
- (2) Support obtained through false or incomplete information or in any other unlawful manner must be repaid.
- (3) The responsibility for the processing of applications to the ÖH Uni Salzburg in accordance with the guidelines lies with the Social Affairs Department of the ÖH Uni Salzburg. The decision is incumbent on the chairperson as well as the department head for economic affairs. They can inspect the documents at any time.
- (4) Applications may be submitted in the winter semester from October 01 to the respective January 31 and in the summer semester from March 01 to the respective June 30.
- (5) Childcare assistance may be used a maximum of once per semester.
- (6) In exceptional cases (such as financial emergencies), the fulfillment of certain criteria can be waived in consultation with the Referent*in für wirtschaftliche Angelegenheiten and the chairperson of the ÖH Uni Salzburg.
- (7) There is no legal entitlement to the award of funds under this policy.
- (8) Since child care assistance funds are limited, awards must be discontinued once the budget is exhausted in a given academic year unless the fund is increased.
- (9) Insofar as funds are made available by third parties, personal data may be transmitted to third parties as evidence of the contractually agreed use of the funds. Any use or disclosure of the data by third parties is prohibited. Third parties are obliged to comply with all data protection regulations.

§ 5 Amount of support

The amount depends on the extent of social need, the amount of the cost of child care. When determining the amount of the costs for child care, an annual average is to be assumed. The support amounts to a maximum of 400 euros per semester. Only one support per child per semester can be granted. The maximum amount of the support pot is 4,000€, this amount expires at the end of the business year, after which a new amount for the support pot is to be decided.

§ 6 Amendment of this guideline

Changes are to be made by the university representation of the ÖH Uni Salzburg with a simple majority.

§ 7 Entry into force

The policy will be effective for all applications submitted on or after 03/01/2023.

§ 8 Data protection

The privacy policy can be found at <https://meine.oeh-salzburg.at/datenschutz/>.