



Regulations on Financial Support for Students 2022

Section I: Circumstances beyond the student's control

1. Definitions

The following terms are used in these regulations:

Executive Board: Executive Board of Leiden University

CROHO: Central Register of Study Programmes in Higher Education

DUO: Education Executive Agency within the Ministry of Education, Culture and Science

SEA: Centre of Expertise for Student and Education Affairs at Leiden University

Study finance: A student travel card provided by DUO sometimes supplemented with an additional scholarship and/or a loan

WHW: Higher Education and Academic Research Act (*Wet op het hoger onderwijs en wetenschappelijk onderzoek*)

WSF2000: Student Finance Act 2000 (*Wet op de Studiefinanciering 2000*)

2. Purpose of the regulations

These regulations implement Section 7.51(2)(c–f) of the WHW, which states that students must be granted financial support if they have fallen behind in their studies due to exceptional circumstances as identified in Article 3 of these regulations.

In accordance with Article 7.46(2) of the WHW, these regulations also provide for a reimbursement to be paid to students who pay an institutional rate of tuition fees in the event of a study delay due to the aforementioned exceptional circumstances.

3. Grounds for study delay

The financial support may be granted to students who deviate from the regular degree programme as a result of one or more of the following exceptional circumstances:

- a. illness or pregnancy and giving birth;
- b. work-related disability or chronic illness;
- c. exceptional family circumstances;
- d. educational circumstances beyond the student's control.

4. Conditions

To be eligible for financial support, students must meet the following conditions:

- a. The student must have deviated from the regular degree programme as a result of exceptional circumstances as identified in Article 3.
- b. The exceptional circumstances must have arisen in a period during which the student received study finance through DUO (at a minimum a student travelcard, receiving only alternative funding through DUO in order to pay for the tuition fee does not qualify as student finance) and had not received this for longer than the nominal duration of the programme (and the student must be enrolled in the bachelor's or master's degree programme);
or – insofar as compensation under Article 7(b) is concerned – if the exceptional circumstance relates to educational circumstances beyond the student's control, the student must have been enrolled as a student during this period; or – insofar as



compensation under Article 7(b) or (c) is concerned – the study delay due to exceptional circumstances must have arisen in a period during which the student was required to pay the institutional rate of tuition fees and have occurred within the nominal duration of study.

- c. Both during the financial support period and during the period in which the student first deviated from the regular programme, the student must have paid tuition fees to and been enrolled at Leiden University.
- d. The student must have met the conditions set out in Article 5.
- e. The student must comply with arrangements made with the study adviser that are intended to prevent or limit any new deviation from the regular programme. This can include the recommendation to terminate enrolment.
- f. In the case of the exceptional circumstances referred to in Article 3(a–c), the student must submit a statement from an independent expert (such as a psychologist or doctor) which confirms the duration and the severity of the exceptional circumstances. This statement must show the consequences of the circumstances for the student’s ability to perform academically.

5. Notification of and arrangements regarding exceptional circumstances

- a. Unless the student cannot reasonably be considered capable of doing so, the student must notify the study adviser of the situation within 30 days of a study delay arising due to exceptional circumstances. This relates exclusively to notification of the study delay, and not to notification of the exceptional circumstances themselves before any study delay has occurred. Together, the student and study adviser draft a study timetable which must be reasonably achievable in view of the student’s circumstances and which must limit the study delay as much as possible. The timetable is established in writing and a copy is provided to the student.
- b. The number of months of a study delay during which a student is eligible for financial support as referred to in Article 7 is determined by comparing the number of credits earned during the period in which the student was hindered by extenuating circumstances with, with the nominal study progress of 60 credits per academic year, and registering one month’s delay for every five missed credits, insofar as it is likely that these credits were missed as a result of the circumstances referred to in Article 3 of these regulations. Delays which fall outside the remit of the timetable, for example those caused by regular failure of the student, are not eligible for financial support in accordance with these regulations. Any months of grants for membership of a committee are deducted from the months of study delay to be registered, as this form of financial support is also intended to compensate for study delay, specifically a delay due to board membership activities (see Section II of these regulations).
- c. If the circumstances in question render the study plan no longer feasible, the student must contact the study adviser as soon as possible to amend the study plan.
- d. The compensation referred to in Article 7(a) is registered per academic year and there is a maximum of six months registration per academic year.
- e. The request to register the study delay must be submitted after the end of the year of study during which the delay arose, between 1 October and 1 March of the following academic year. Students who began their programme on 1 February can submit their request between 1 March and 1 August.



6. Request and confirmation

- a. Students can claim financial support under these regulations for a delay registered in accordance with Article 5(b) and (d).
- b. The request must be submitted using the designated form and be accompanied by relevant documents. All requests must include:
 - A personal statement in which the student provides information about the nature of the study delay and the progress made in the year of study during which the delay arose.
 - An overview from DUO showing that study finance was used during the delay and the student did not receive study finance for longer than the nominal duration of study (including both bachelor's and master's degree programmes); this condition is not applicable if the delay arose due to educational circumstances beyond the student's control or if the student paid the institutional tuition fee.

Depending on the cause of the delay, at least one of the following documents must be attached:

- A statement from an independent expert (such as a psychologist or doctor) in the event of a disability or medical/psychological circumstances;
 - A supporting document, such as an order of service for a funeral, if the delay was caused by exceptional family circumstances;
 - A statement from the study adviser if the delay was caused by educational circumstances beyond the student's control.
- c. The financial support will be terminated at the end of the number of months granted by the Executive Board, or at an earlier date if the student passes the examinations required to complete the bachelor's or master's degree programme in question.
 - d. The financial support may only be granted or continued if it can be shown to be likely that the student will be able to graduate at the end of the nominal duration of study plus one year plus the registered delay; this is determined according to the student's average pace of study up to the first financial support payment.

7. Amount of the financial support

- a. Students who first fell behind in their studies during a period in which they received study finance, receive €300 in financial support per registered month – in accordance with Article 5(b) – plus an additional grant during the same period if they received an additional grant through DUO in the month prior to the period of financial support. If a student also receives compensation for the study delay through DUO, the amount granted by DUO will be deducted from the compensation granted by Leiden University. Moreover, 12 months' compensation for the additional grant will be deducted if, in relation to a work-related disability or chronic illness, the student can take out or has taken out a 12-month extension to the additional grant provided by DUO.
- b. If the study delay arose due to educational circumstances beyond a student's control, the financial support is supplemented with compensation equal to the monthly tuition fee rate if the student pays the statutory rate or – where applicable – equal to the difference between the statutory and institutional rates of tuition fees for the period during which the student could not receive education. If the student does not receive or has not received student grants and loans during the



period in question, the compensation for the tuition fees is supplemented by the amount of €300 per month.

- c. Where students fell behind in their studies during a period in which they paid the institutional rate of tuition fees, they are entitled, during the registered study delay period, to continue their studies after the end of the nominal duration of the study programme, paying an institutional rate equal to the statutory rate.

8. Form and payment of the financial support

- a. The student requests payment by submitting the 'Requesting payment of financial support for delayed study progress' form. This form must be submitted to SEA; the student will receive correspondence relating to the payment within six weeks.
- b. In accordance with Article 7, the request for payment of financial support can be made while the student is enrolled, but not before the nominal duration of the programme has elapsed.
- c. The financial support may only be granted or continued if it can be shown to be likely that the student will be able to graduate at the end of the nominal duration of study plus one year plus the registered delay; this is determined according to the student's average pace of study up to the first financial support payment (see also Article 6(d)).
- d. The difference between institutional and statutory rates of tuition fees as referred to in Article 7(c) is not paid out; instead, it is deducted from the institutional tuition fees payable.

9. Hardship clause

In very exceptional circumstances, to be determined at the discretion of the Executive Board, in which the rejection of a request in accordance with these regulations, or the application of provisions contained in these regulations, would lead to a predominantly unreasonable situation, the Executive Board is authorised to deviate from these regulations in the student's favour.

10. Transitional clause

In cases where students fell behind in their studies before 1 September 2015, or during the period when the basic student grant was still applicable under the Tuition Fee Loans Act, the Regulations on Financial Support for Students 2012 apply.

11. Entry into force

These regulations enter into force on 1 September 2022 and replace the Regulations on Financial Support for Students 2019.



Section II: Board membership

1. Definitions

The following terms are used in these regulations:

CROHO: Central Register of Study Programmes in Higher Education

Executive Board: Executive Board of Leiden University

DUO: Education Executive Agency within the Ministry of Education, Culture and Science

LAssO: Leiden Assessors Committee

PKvV: Local Chamber of Associations

Pot: Pot A, Pot B, Pot C and the 'Other' pot are the funds on which LAssO advises in relation to the division of grants for board membership; each pot has a specific purpose, as set out on the [student website](#)

SEA: Centre of Expertise for Student and Education Affairs at Leiden University

Student: Full-time student

WHW: Higher Education and Academic Research Act (*Wet op het hoger onderwijs en wetenschappelijk onderzoek*)

WSF2000: Student Finance Act 2000 (*Wet op de Studiefinanciering 2000*)

2. Purpose of the regulations

These regulations implement Section 7.51(2)(a–b) of the WHW, which states that students must be granted financial support if they have fallen behind in their studies due to exceptional circumstances, including board membership. Students who are in receipt of compensation under the Facility Regulations of the University Council, the Regulation for remuneration of Faculty Board members and directors of services or the Regulation for the Leiden University Student Platform are not eligible to claim again under these regulations for the same board activities.

3. Conditions for financial support

To receive financial support, the following requirements must be met:

- a. It must have been established that the student holds board membership as referred to in Appendix I (membership of the board of non-faculty bodies, associations, student groups, job fair organisations and specific activities), Appendix II (membership of the board of faculty participation bodies and study associations) or Appendix III (membership of the board of student clubs and sports clubs).
- b. During the year in which the board membership activities are carried out, the student must be enrolled as a student at Leiden University and have paid the relevant statutory tuition fees.
- c. At the time of requesting financial support to be paid, the student must be enrolled as a student at Leiden University and have paid the relevant statutory tuition fees; or the financial support must be requested no later than three months after the student terminated the relevant study programme.

4. Request and confirmation

- a. The procedure for establishing the number of months of financial support under these regulations is set out in Appendix I (membership of the board of non-faculty bodies, associations, student groups, job fair organisations and specific activities), Appendix II (membership of the board of faculty participation bodies and study associations) or Appendix III (membership of the board of student clubs and



sports clubs). No later than the May preceding the academic year in question, the PKvV must submit a proposal for the division of funds for months of student club board membership. For membership of a faculty body, the request and payment procedure is set out in the regulations drafted by the Faculty Board of the faculty in question.

- b. Requests for payment of this financial support must be submitted using the 'Request Financial Support and/or Certificate for Board Membership Activities' form. The request must indicate whether the student received financial support earlier and, if so, how many months earlier, to ensure that the maximum of 18 months (see Article 7) is not exceeded.
- c. Requests submitted after 31 December of the academic year during which the board membership activities are carried out will not be considered.
- d. The Executive Board's decision on the request will be sent to the student within six weeks following receipt of all relevant documents. The decision will also explain the option and the time frame to submit a notice of objection.

5. Amount of the financial support

The amount of the financial support is €300 per month. For students who are eligible for the additional grant, the grant will be added to this amount. For students who receive financial support for 12 months in an academic year in accordance with these regulations, a one-off additional amount will be granted equal to the statutory tuition fee rate. Students who leave the university during the academic year must repay the relevant proportion of this additional amount.

6. Payment of the financial support

- a. Students who receive financial aid due to membership of a board referred to in Appendix I or Appendix III receive this support in the form of a gift paid upon request. The student can request to be paid per month or to receive a one-off payment.
- b. Students who receive financial aid due to membership of a participation body or a board referred to in Appendix II receive this support in the form of a gift paid in accordance with a procedure yet to be determined.
- c. Notwithstanding (a), students who are in receipt of 12-month financial support will be paid per month.
- d. Where a grant for board membership was wrongly obtained, for example because incorrect details were submitted, this grant must be repaid.

7. Limit to grants for membership of a committee

Students may not receive more than 18 months' financial support for board membership during their entire period of enrolment.

8. Hardship clause

In very exceptional circumstances, to be determined at the discretion of the Executive Board, in which the rejection of a request in accordance with these regulations, or the application of provisions contained in these regulations, would lead to a predominantly unreasonable situation, the Executive Board is authorised to deviate from these regulations in the student's favour.

9. Entry into force and transitional clause



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These regulations enter into force on 1 September 2022 and replace the Regulations on Financial Support for Students 2019.



Appendix I – Non-faculty bodies, associations, student groups, job fair organisations and specific activities

- a. Under these regulations, persons who, in the estimation of the Executive Board, carry out unpaid activities in the service of the university community, or for the benefit of the education they receive, are eligible for financial support. The application procedure and conditions may be found on the [student website](#).
- b. Under these regulations, members and board members of external organisations whose activities focus on the university community in Leiden, to be determined at the discretion of the Executive Board, are eligible for financial support. Such an organisation must satisfy certain conditions before the members or board members may be considered eligible for financial support. The application procedure and conditions may be found on the [student website](#).

The number of members an organisation has and the nature of its activities are contributing factors in determining the number of months' support to be paid under these regulations.

- c. Members of the board of student groups are eligible for grants for board membership. The application procedure and conditions for these grants may also be found on the web page referred to in (a).
- d. Members of the board of job fair organisations are eligible for grants for board membership. The Executive Board has made a number of months' funding available for this purpose (Pot C). The application procedure and conditions for these grants may also be found on the web page referred to in (a).
- e. Grants for board membership can be made available for specific activities which are organised on behalf of the Leiden University student community and which are not regular activities. The Executive Board has made a number of months' funding available for this purpose (Pot B). The application procedure and conditions may be found on the [student website](#).



f. Appendix II – Faculty participation bodies and study associations

Study associations

- a. Each year, the Executive Board makes a number of months' funding for board membership available for study associations.
- b. The Executive Board grants funding to the board of a study association each year on the recommendation of LAssO.
- c. In consultation with LAssO, a procedure will be established for requesting, allocating and paying out these funds. Information about the way in which the funds are divided and about the procedure may be found on the [student website](#).
- d. The financial support granted by the Executive Board is allocated to the individual board members at the recommendation of the chair of the association.

Participation

- e. At the end of the academic year, the Faculty Board concerned informs SEA which students are eligible for flat-rate grants for board membership as a result of their membership of the faculty participation body.

LUMC Faculty Council/Student Council: 2 months
Programme Committee: 1 month

Chair of Faculty Council/Student Council: 3 months
Vice-chair of Faculty Council/Student Council: 2.5 months
Group Chair within Faculty Council/Student Council: 2.5 months
Chair or Vice-chair of Programme Committee: 1.5
months extra

Students who are eligible for this financial support can contact SEA directly to request payment of the months of funding for board membership. The Faculty Board will publish the procedure and conditions regarding eligibility for grants for board membership on the faculty website.



Appendix III – Student clubs (PKvV) and sports clubs

Each year, the Executive Board makes a number of months' funding available for PKvV associations and sports clubs.

- a. This total is subdivided into a number of months to support the associations' regular activities and a number of months to support their other activities (*Fonds Bijzondere Activiteiten*, Special Activities Fund).
- b. The Executive Board awards funding to the board of a study association each year at the recommendation of PKvV.
 - b.1. PKvV can make such a recommendation if the association satisfies certain criteria. The number of members of the association is relevant, as is its stability. There must also be a link between the number of members, the nature and relevance of the activities and the details of the recommendation.
 - b.2. Boards wishing to become eligible for financial support from the total number of months' funding available for activities which do not count as regular activities must submit a request to PKvV; PKvV will then attach its recommendation and pass the request on to the Executive Board.
- c. The financial support granted by the Executive Board in accordance with 1 and 2 is allocated to the individual board members at the recommendation of the chair of the association.
- d. Association members who are not on the board may be nominated for financial support if their activities make them an exceptional asset either to the association of which they are a member or to the university.



Section III. Top-level sport

1. Definitions

The following terms are used in these regulations:

Executive Board: Executive Board of Leiden University

NOC*NSF: Nederlands Olympisch Comité*Nederlandse Sportfederatie

WHW: Higher Education and Academic Research Act (*Wet op het hoger onderwijs en wetenschappelijk onderzoek*)

2. Purpose of the regulations

These regulations implement Section 7.51(2)(b) of the WHW.

3. Grounds for study delay

The financial support may be granted to students who deviate from the regular degree programme as a result of their participation in top-level sport.

4. Conditions

To be eligible for financial support, students must meet the following conditions:

- a. The student must have deviated from the regular degree programme as a result of exceptional circumstances as identified in Article 3.
- b. The exceptional circumstances must have arisen during a period in which the student received study finance (a student travel card through DUO at a minimum) but had not received this for longer than the nominal duration of study (including both bachelor's and master's degree programmes).
- c. Where the exceptional circumstances arose during the bachelor's or master's degree programme, the student must not yet have passed the final examination.
- d. During the period in which the deviation from the regular programme began, the student must have been enrolled at and paid tuition fees to Leiden University.
- e. The student must have satisfied the requirements set out in Article 5.
- f. Students must be able to show that they hold one of the following statuses as determined by NOC*NSF:
 - A status
 - B status
 - IT status: International Talent
 - NT status: National Talent
 - High Potential: Sportsmen and -women who make exceptionally fast progress and show promise of excelling at a global level
 - Sports federation status (*bondstatus*)
 - Promise status (*beloftestatus*)
 - In some cases it is possible to achieve top-level sport status without holding any of the above NOC*NSF statuses, for example for new sports that are not yet affiliated with NOC*NSF or for top-level coaches/referees. This decision is made at the discretion of Leiden University's top-level sport coordinator.

5. Notification of and arrangements regarding exceptional circumstances

- a. For the period in which the financial support is provided in accordance with these regulations, the student must draft a study timetable in consultation with the student counsellor responsible for students who participate in top-level sport.



Together, the student and counsellor draft a study timetable which must be reasonably achievable in view of the student's circumstances and which must limit the study delay as much as possible. Study delays which are caused by the exceptional circumstances in question and which, according to the timetable, are likely to continue may constitute a reason to claim support under these regulations. The timetable is established in writing and a copy is provided to the student.

- b. The student may be eligible for compensation for the number of months' study delay referred to in the timetable. Delays which fall outside the remit of the timetable, for example those caused by regular failure of the student, are not eligible for financial support in accordance with these regulations.
- c. If the exceptional circumstances in question render the timetable no longer feasible, the student must contact the student counsellor as soon as possible to amend the timetable.
- d. A student cannot be granted more than three months' financial support per academic year.

6. Request and confirmation

- a. Students can claim financial support under these regulations for a delay arising from the timetable drafted in accordance with Article 5(a).
- b. The request for financial support may be submitted from the moment at which the severity of the delay arising from the exceptional circumstances becomes clear. This moment usually occurs after the academic year affected by the exceptional circumstances.
- c. The request must be submitted to the Executive Board using the designated form and be accompanied by relevant evidence. All requests must include:
 - The relevant status, as determined by NOC*NSF, which applies to the academic year for which the request is being made.
 - The timetable as referred to in Article 5(a).
 - A statement from the student counsellor showing that the student has made the requisite effort to study in accordance with Article 5(a).
 - An overview from DUO showing that study finance was used during the delay and the student did not receive study finance for longer than the nominal duration of study (including both bachelor's and master's degree programmes).
- d. The financial support will be terminated at the end of the number of months granted by the Executive Board, or at an earlier date if the student completes the programme.
- e. The Executive Board's decision on the request will be sent to the student within six weeks following receipt of all relevant documents. The decision will also explain the option and the time frame to submit a notice of objection.

7. Amount of the financial support

Students receive €300 in financial support per registered month, plus an additional grant if they were in receipt of the aforementioned additional grant in the month prior to the period of financial support.

8. Form and payment of the financial support

- a. The financial support is provided in the form of a gift.



- b. The financial support is paid at the end of the nominal duration of the study programme.
- c. The financial support is paid per month.

9. Hardship clause

In very exceptional circumstances, to be determined at the discretion of the Executive Board, in which the rejection of a request in accordance with these regulations, or the application of provisions contained in these regulations, would lead to a predominantly unreasonable situation, the Executive Board is authorised to deviate from these regulations in the student's favour.

10. Entry into force and transitional clause

These regulations have been approved by the Executive Board. The regulations enter into force on 1 September 2022 and replace the Regulations on Financial Support for Students 2019.