

## Information and application-package on additional Erasmus+ funding

### for students with fewer opportunities and for sustainable travelling

**Students with child(ren), disabled or chronically ill students** as well as **working students** and **students from a non-academic background** can receive a monthly supplement of €250 in addition to the basic Erasmus+ grant.

In addition, all students travelling **sustainably/green** to/from the location of the internship/exchange semester abroad can receive additional funding for travel days.

**Important:** Each student (exchange semester or internship abroad) **decides voluntarily** whether he or she would like to apply for additional Erasmus+ funding for students with fewer opportunities.

The application that needs to be submitted in the International Office consists of a form and the relevant supporting documents (see appendix for forms). Only applications that have been completed in full and submitted on time can be considered.

### Combinability of additional funding

All additional top-ups can be combined with the "Green Travel" contribution. However, the €250 additional grant can only be awarded once, even if several criteria apply. The Erasmus+ grant can therefore consist of a maximum of the following components:

#### Maximum funding =

regular monthly rate/basic grant for the destination country

+ if applicable, additional support days for sustainable/green travelling

+ if applicable, a one-time supplement of €250 per month through additional funding

### Duration of funding

Ideally, the funding is calculated and paid out on a daily basis for the entire period of the stay, whereby the daily rates are set by the DAAD. As the budget of Fachhochschule Südwestfalen is limited, in some years it is unfortunately not possible to fund the full period of the stay, but only part of it, depending on the financial resources available. The duration of the stay abroad may therefore be divided into **funded** and **non-funded days (zero-grant days)**, so that funding may not be possible for the entire period. Further information on this can be found in the individual grant agreement.

## Application for additional funding

The application for Erasmus+ additional funding always consists of at least two documents:

- Honorary Declaration (see attachment)
- Corresponding proof according to the explanations (see below and attachment)
- Further supporting documents, if applicable

Students who would like to apply for additional funding for an **internship abroad** should submit the application together with the Erasmus+ scholarship application.

Students who have been selected for an **exchange semester** submit the application after they have been accepted.

**Important:** If you would like to apply for additional Erasmus+ funding, please fill in all the necessary forms carefully - preferably on your PC. As only **original handwritten signatures** (so-called wet signatures) can be accepted, print out the application documents and sign them yourself in the spaces provided or have your employer/your carpool travelling companion sign them by hand. In the next step, upload the scan of your application and supporting documents to Mobility Online; the originals remain with you (retention period: 5 years).

## Questions about additional funding?

If you have any questions about additional funding, please contact the Outgoing-Team at the International Office: [mobility@fh-swf.de](mailto:mobility@fh-swf.de)

## Criteria for additional funding in detail

### Additional travel days for „Green Travel“

Students who travel at least half of the distance (outward or return journey) by sustainable means of transport (bus, train or carpool) to/from the location of the internship/exchange semester abroad can apply for additional funding days for "green travel".

**Important:** A carpool consists of at least two passengers. Accompaniment by parents does not count as a carpool.

For "Green Travel", one to four days of travel (depending on the duration of the trip and distance) can be financially supported as additional days of stay at the applicable daily rate of the corresponding basic grant per destination country (subject to funds).

Please also apply for funding for "green travel" if you are not yet 100% sure whether you can actually realise these plans. If you end up not travelling by bus, train or carpool, you can adjust your details again after your stay.

If you indicate in advance of your stay that you are not travelling "green", you cannot correct this information after the end of your stay, even if you have travelled "green" after all.

The use of sustainable means of transport during your stay is not decisive!

### Required documents:

- Honorary Declaration for additional funding (see attachment)
- Upon return: Proof for Green Travel (bus/train tickets) or confirmation of carpooling (see attachment)

### Top-up for students with child(ren)

Students who take their child or children abroad with them can receive an additional €250 per month. The prerequisite is that the child or children are at the place of residence for the entire stay. The additional funding amounts to a maximum of €250 per month per family, regardless of the number of children.

It is also possible to apply if a carer (partner) is travelling with you.

### Required documents:

- Honorary Declaration for additional funding (see attachment)
- Copy of the birth certificate(s) of the child/children
- Upon return: Proof that the child/children were abroad (e.g. flight tickets)

### Top-up for students with disabilities

Students with a degree of disability of 20 or more can receive an additional €250 per month.

If particularly high additional costs arise due to a stay abroad, a so-called "real cost application" can be submitted a few months in advance instead, which can cover up to €15,000 per semester, e.g. for an accompanying person. A grant for a preparatory trip to explore the local conditions is also possible. This requires a lot of time in advance, so we ask the students concerned to seek advice from the International Office of Fachhochschule Südwestfalen at an early stage.

#### Requested documents:

- Honorary Declaration for additional funding (see attachment)
- Copy of the disability card

### Top-up for students with additional needs due to chronic illness

Students with a chronic illness that leads to additional financial requirements for the stay abroad can receive an additional €250 per month.

If particularly high additional costs arise due to a stay abroad, a so-called "real cost application" can be submitted a few months in advance instead, which can cover up to €15,000 per semester, e.g. for an accompanying person. A grant for a preparatory trip to explore the local conditions is also possible. This requires a lot of time in advance, so we ask the students concerned to seek advice from the International Office of Fachhochschule Südwestfalen at an early stage.

#### Requested documents:

- Honorary Declaration for additional funding (see attachment)
- Medical confirmation of chronic illness and the resulting additional financial requirements

### Top-up for first-time academics

Students from a non-academic background (first-time graduates) can receive an additional €250 per month. A degree from a university-like vocational academy is considered an academic degree. Degree courses completed abroad also count as academic qualifications, even if they are not recognised in Germany. A master craftsman's certificate does not count as an academic qualification.

#### Requested documents:

- Honorary Declaration for additional funding (see attachment)
- Self-disclosure for first-time academics (see attachment)

### Top-up for working students

Students who earn a significant amount of their own living can receive an additional €250 per month if the following criteria are met:

- employment subject to social security contributions
- or self-employment
- with **net earnings of over 450 euros and under 850 euros per month**
- **continuously employed for at least six months** during the two semesters prior to the stay abroad

The employment must have taken place during this period: Stay abroad

in/from winter semester:

August 1st., of the previous year to July, 31st., of the exchange year

in/from summer semester:

February 1st., of the previous year to January, 31st., of the exchange year

- It can be a single employment relationship or several that immediately follow one another. An interruption within the regular holiday period during employment is not a problem.
- The employment **is not continued during the stay abroad**, resulting in a loss of earnings

### Requested documents:

- Honorary Declaration for additional funding (see attachment)
- Employer's confirmation/Arbeitgeberbestätigung (see attachment)

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## Honorary Declaration for additional funding in the Erasmus+ programme

### Data of the applicant:

Surname, first name .....

Date of birth .....

Host institution/host company .....

Host country .....

**I hereby apply for the following additional funding and declare on my honour that I meet the conditions for Erasmus+ additional funding, that I have the relevant documents and that I will submit them in accordance with the application criteria:**

Top-up for students with child(ren)  
Top-up for students with disabilities  
Top-up for students with additional needs due to chronic illness  
Top-up for first-time academics  
Top-up for working students

Additional travel days for „Green Travel“

With my signature, I confirm that I have received the "Information and Application-Package for Erasmus+ Additional Funding" and that I am aware of the application conditions and criteria for the additional funding. I also confirm that I have provided all information to the best of my knowledge and belief and acknowledge that I will have to repay the approved funds in part or in full to Fachhochschul Südwestfalen in the event of false statements.

.....  
Place, date

.....  
Signature of applicant

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## Self-disclosure for first-time academics

I, .....

born on ....., hereby confirm,

that my parents have not obtained an academic degree recognised in Germany.

Father's highest educational qualification

.....

Mother's highest educational qualification

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.....  
Place, Date

.....  
Signature of applicant

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## Arbeitgeberbestätigung

Hiermit wird bestätigt, dass .....

geboren am .....

in der Zeit vom ..... bis zum .....

in unserem Unternehmen beschäftigt war und durchschnittlich mehr als 450,00€ und weniger als 850,00€ Netto-Verdienst monatlich erzielt hat.

Name des Unternehmens .....

Adresse .....

Name des/der Unterzeichnenden .....

Position des/der Unterzeichnenden .....

.....  
Ort, Datum

.....  
Unterschrift

.....  
Firmenstempel



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## Confirmation of carpooling

I, ....., hereby confirm, that the Erasmus+ scholarship  
holder .....

travelled together with me in a carpooling

from .....

to .....

.....  
Place, date

.....  
Signature

Insert receipts (petrol receipt, vignette, etc.) here:

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