

Step-by-step plan Applying for financial support in case of unforeseen circumstances

Students who are confronted with circumstances beyond their control can apply for financial support on the basis of the Graduation Support Scheme, in Dutch, de Regeling Afstudeersteun (RAS) offered by this university and/or, for mostly Dutch students, Voorziening Prestatiebeurs (like 'verlenging diplomatermijn, extra jaar studiefinanciering of omzetting studiefinanciering) offered by DUO. More information on: www.ras.tudelft.nl

→Step 1: Visit your academic counsellor

Consult with the academic counsellor to discuss your problems and study delay. The academic counsellor can determine whether you are a suitable candidate for an application for financial support and in which form. If you can apply, the academic counsellor will e-mail you all application forms for RAS and/or DUO Voorziening Prestatiebeurs. If you need a SGZ doctor's statement, the academic counsellor will hand you a SGZ referral immediately or by e-mail.

→Step 2: Professional statement

To apply for financial support (TU Delft RAS and/or DUO *Voorziening Prestatiebeurs*) in case of special circumstances, a student must have a statement from the university student physician (SGZ) or university student psychologist indicating that the student has been negatively affected by the situation.

Statement university psychologist

Examples: psychological issues, family issues, personal issues, learning disabilities (except dyslexia) and more.

In order to receive a supportive statement from the psychologist you need to take some steps. A detailed explanation about what you need to do to receive this statement can be found on their website under '*supportive statements*':

<http://www.studentenpsychologen.tudelft.nl/index.php?id=68257&L=1>

On receiving all relevant information, the student psychologists will invite you for a meeting as soon as possible and issue a statement if applicable.

Statement SGZ physician

Examples: illness, medical circumstances and dyslexia

If you require an expert statement from a university-contracted doctor, you will need a **referral form** from one of the AE academic counsellors: you will receive this in the first meeting you will have (see step 1) or you can request it during open office hours.

After that you can contact Student Health Care (SGZ) at Kampveld 10A, 2611 DA in Delft. You can make an **appointment** by calling +31 (0) 15 - 212 15 07 or e-mailing info@sgz.nl. You can also visit www.sgzstudent.nl

Please note:

- Both the SGZ Physician and the student psychologists might have [waiting lists](#). It could take some time before you will be able to meet them
- If you are applying for a DUO Voorziening Prestatiebeurs, you can *already bring the DUO Medical Information* form with you for signing when you are having the appointment with the student psychologist or student doctor for a statement.

→Step 3: Personal statement

For your RAS and/or DUO application you need to write a personal statement. Stating a chronological description of your circumstances and how they affected your studies. You do not need to go into too much detail if you do not want to but the Central Committee for Financial Assistance needs to have a clear picture of the situation.

Please note: this could be a slightly different personal statement (for example, less details) than the personal statement you made for the student psychologists.

→Step 4: Request statement of academic counsellor

If you have received your statement from the student psychologist or the SGZ physician and you have written your personal statement, you need to bring a copy to your academic counsellor or email them: academiccounsellor-ae@tudelft.nl. Please make sure you give us a copy of the statement. Always keep the original version yourself.

We will write a statement necessary for your application with our estimate on the amount of months you can apply for RAS and/or DUO Voorziening Prestatiebeurs, if applicable. As soon as the statement is ready you will receive the statement by e-mail.

Please note: writing a statement can take time. We normally take about [two weeks turnaround time](#).

→Step 5: fill out RAS and DUO application forms

RAS form: part A, the delay in months is the amount that the academic counsellor has advised about in the academic counsellor statement (see step 4).

DUO forms: you fill out the student information, the student psychologist and/or student doctor fills out the medical information form and after submission of your application *and* if your application has been reviewed positively, the TU Delft Central Committee for Financial Assistance will sign the DUO application form and return it to you by e-mail for you to submit to DUO yourself.

→Step 6: enclose DUO recent notification message

The last document you need to add is the latest notification message of DUO stating how much funding (Studiefinanciering/lening) you receive. International students do not need to hand in a message from DUO.

→Step 7: Collect your documents and submit them at the CSA

All the documents collected in the steps above must be submitted to the Central Committee of Financial Assistance at the front desk of Central Student Administration (CSA) at Jaffalaan 9a.

Important remarks:

- Inform your academic counsellor as soon as possible about circumstances that might influence your study results and stay in touch regularly.
- The study delay must have occurred in your nominal study time. For students who start at the TU Delft in their bachelor this is 5 years (3 years bachelor, 2 years master), for students who start at the TU in their master phase this is 2 years.
- Submit your documents before the end of these periods mentioned above! And take into account waiting lists and processing time of third parties. So start the application process on time!