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Application (confidential) Higher education provision in special circumstances

This form

Have you been delayed in your studies due to special circumstances and therefore cannot graduate, or cannot graduate on time? Then you can apply for a provision (for the performance-related grant) using this form. Please read in the explanatory notes which provision you are eligible for and what supporting documents you need to send. Please remember to add your signature on page 2.

Where to send this form

Dienst Uitvoering Onderwijs
 Postbus 50061
 9702 DA Groningen

Further information

duo.nl

1 Your details

1.1 Citizen Service Number (bsn)

Form field for Citizen Service Number (bsn) with a grid of 9 boxes and a plus sign on the right.

1.2 Surname (birth name)

Form field for Surname (birth name).

Official first name and other initials

Form field for Official first name and other initials, split into 'First name' and 'Other initials'.

1.3 Date of birth

Form field for Date of birth, split into 'Day', 'Month', and 'Year'.

1.4 Address

Street and house number

Form field for Address, split into 'Street and house number' and 'House number'.

Postal code and town/city

Form field for Postal code and town/city, split into 'Postal code' and 'Town/city'.

Country

Form field for Country.

1.5 Postal address

PO Box or street and house number

Form field for Postal address, split into 'PO Box or street and house number' and 'House number'.

Postal code and town/city

Form field for Postal code and town/city, split into 'Postal code' and 'Town/city'.

Country

Form field for Country.

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2 Application for a provision

Please have this question completed by your student counsellor, who will assess your eligibility for a provision. Please remember to add your signature to question 3 and enclose the requested supporting document (see explanatory notes).

2.1 Are you authorised to submit this application on behalf of your institution? No, I am not authorised > *You cannot submit this application*

Yes, my name and signature are known to DUO > *Go to 2.2*

2.2 Last name

Official first name and other initials

2.3 Job title

2.4 Name of institution

2.5 Address of institution

Street House number

Postal code Town/City

Country

2.6 Surname and initials of student

2.7 What provision is this student eligible for?
See the explanatory notes

Extension of the performance-related grant > *Only possible in case of a functional disorder of the student in question. Go to 2.9.*

Conversion of the performance-related grant > *Go to 2.8*

Extension of the diploma period > *Please enter below how many more months the student needs to graduate. Please also complete 2.8 in cases where there is a non-medical condition.*

months

Five-year extension of the diploma period on the basis of structural circumstances > *Go to 2.9. Please also complete 2.8 in case of a non-medical condition.*

New application for student finance > *Go to 2.8*

2.8 Please explain why the student qualifies for the application indicated at 2.7

2.9 Signature of student counsellor

Day Month Year Telephone number

Email address

Signature Stamp of institution

3 Signature of student

3.1 I hereby declare that I have completed this form truthfully and in full

Day Month Year Telephone number

Email address

Signature



Explanatory notes

Application for higher education provision in special circumstances

Further information

duo.nl

Contact the student counsellor

If you think you are eligible for any of these schemes, please contact your student counsellor. Your student counsellor will assess whether you can make an application. In the case of a positive assessment the student counsellor completes question 2 of this form. If this question is not completed, or not completed in full, we cannot award a provision. If you are submitting an application because of a medical condition, you must also enclose the *Medical information form*.

Check

DUO checks whether:

- the application has been signed by the student counsellor
- the application has been signed by the student
- the application is accompanied by a *Medical information form* signed by the doctor, or a dyslexia declaration signed by a remedial educationalist, if applicable.

DUO does not make a medical assessment when processing the request, as this is not required under the Student Finance Act.

Bij 2.7 Type of provision

Extension of the performance-related grant due to functional impairment

Are you experiencing study delays due to a functional impairment and are therefore unable to complete your studies within the period of your performance-related grant? Then if you are doing a full-time study or a dual study you can apply for a one-off 12-month extension of the performance-related grant. Please have question 2 completed by your student counsellor.

A pregnancy or a special family circumstance is not a reason for an extension of the performance-related grant.

Supporting document: Please have the *Medical information form* completed by a doctor or a paramedic, for example a psychologist or a physiotherapist. The paramedic must be BIG-registered. In the case of dyslexia, a dyslexia declaration signed by a remedial educationalist is sufficient.

Conversion of the performance-related grant

Are you no longer able to obtain your diploma due to a **structural** special, medical or non-medical condition? Then you can request DUO to convert your performance-related grant into a donation. Please have question 2 completed by your student counsellor.

Supporting document: Are you submitting an application due to a structural medical condition? If so, please have the *Medical information form* completed by a doctor or paramedic, for example a psychologist or a physiotherapist. The paramedic must be BIG-registered. In the case of dyslexia, a dyslexia declaration signed by a remedial educationalist is sufficient.

Extension of the diploma period

Are you unable to obtain your diploma within ten years due to a **temporary** special, medical or non-medical condition? Then you can apply for an extension of the diploma period for the duration of this special circumstance. Please have question 2 completed by your student counsellor.

Are you unable to obtain your diploma within ten years due to a structural special, medical or non-medical circumstance? Then you can apply for a five-year extension of the diploma period. Please have question 2 completed by your student counsellor.

Have you previously applied for an extension of the diploma period? Then your counsellor of students only has to fill in the months to be added on top of the months already granted.

Supporting document: Are you submitting an application due to a medical condition? If so, please have the *Medical information form* completed by a doctor or paramedic, for example a psychologist or a physiotherapist. The paramedic must be BIG-registered. In the case of dyslexia, a dyslexia declaration signed by a remedial educationalist is sufficient.

New application for student finance

Have you become disabled during your studies, has your disability become worse or have you become chronically ill? And have you had to end your studies because you will not be able to work in the profession for which you are being trained? Then if you are doing a full-time study or a dual programme, you can apply for new study finance for a more appropriate programme. Please have question 2 filled in by the student counsellor of the course you have stopped.

Supporting document: Please have the *Medical information form* completed by a doctor or a paramedic, for example a psychologist or a physiotherapist. The paramedic must be BIG-registered.