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Application (confidential)

Secondary vocational 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.

Send in

Dienst Uitvoering Onderwijs
 Postbus 50061
 9702 DA Groningen

Further information

duo.nl

1 Your details

| | | | |
|-----|---|--------------------|----------------|
| 1.1 | Citizen Service Number (BSN) | | + |
| 1.2 | Surname (birth name) | | |
| | Official first name and other initials | First name | Other initials |
| 1.3 | Date of birth | Day Month Year | |
| 1.4 | Address Street and house number | | |
| | Postal code and town/city | Postal code | Town/city |
| | Country | | |
| 1.5 | Postal address PO Box or street and house number | | |
| | Postal code and town/city | Postal code | Town/city |
| | Country | | |

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2 Application for a provision

Please have this question completed by your confidential 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

 First name _____ Other initials _____
 Official first name and other initials _____

2.3 Job title

2.4 Name of institution

2.5 Institution code

2.6 Address of institution
 Street _____ House number _____
 Postal code _____ Town/city _____

2.7 Surname and initials of student

2.8 What provision is this student eligible for?
See the explanatory notes
 Extension of the performance-related grant > Only possible if the student has been ill. Go to 2.10.
 Conversion of the performance-related grant > Go to 2.9
 Temporary extension of the diploma period > Please enter below how many more months the student needs to graduate. Also complete question 2.9.

 Months _____
 Five-year extension of the diploma period by five years on the basis of structural circumstances > Go to 2.9
 New application for student finance > Go to 2.9

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

2.10 Signature of confidential 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
 Dag _____ Maand _____ Jaar _____ Telephone number _____
 Email address _____
 Signature _____



Explanatory notes

Application for secondary vocational education provision in special circumstances

More information

duo.nl

Contact the confidential counsellor

If you think you are eligible for any of these schemes, please contact your confidential counsellor. Your confidential counsellor will assess whether you can submit an application. In the event of a positive assessment the confidential counsellor will help you complete 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 confidential 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 or (child) psychologist, if applicable.

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

Re 2.8 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 you can apply for a one-off 12-month extension of the performance-related grant. A pregnancy or a special family circumstance is not a reason for an extension of the performance-related grant. Please have question 2 completed by your educational institution.

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 or (child) psychologist 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 educational institution.

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 or (child) psychologist is sufficient.

Extension of the diploma period

Are you unable to obtain your final 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 educational institution.

Are you unable to obtain your final 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 educational institution.

Have you previously applied for an extension of the diploma period? Then your confidential counsellor 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 or (child) psychologist 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 you can apply to DUO for new student finance for a more appropriate programme. Please have question 2 filled in by the educational institution where you have stopped your programme.

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.