

**SERVICE SOCIAL ETUDIANTS**

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## **PROCEDURE FOR INTRODUCING A REQUEST FOR STUDENT FINANCIAL ASSISTANCE**

**ACADEMIC YEAR 2020/2021**

**From 24<sup>th</sup> August 2020 to 31 May 2021**

- 1) Go to your « My ULB », in the section My virtual secretariat - My financial situation - My financial request – dans mes frais d'études.
- 2) Fill out the questionnaire which will inform you if you are admissible to our service.
- 3) If you are admissible, you can then fill out the **form for a requesting financial assistance**.
- 4) When the form is completed, you will be redirected to a platform to download your required documents.

**Once the form is completed and all the documents have been scanned,  
please send an email with **your name, first name, student number and a summarize of your personal and financial situation** to the following address: [sse@ulb.be](mailto:sse@ulb.be)**

As part of the citizen effort to contribute to slowing the spread of Covid-19, the work at home of ULB staff members is privileged.

**The Student Social Service is therefore closed to the public until further notice.**

# List of documents for your file

- Household composition where I am resident from 1<sup>st</sup> July to 31<sup>st</sup> October 2020.

If the country doesn't give this composition, I complete the document in our site in "documents à télécharger – Household in english : <https://www.ulb.be/fr/aides-services-et-accompagnement/aides-financieres-sociales-et-inclusives>

- Copy of my Identity Card (two sided)
- Inscription proof for my brothers and sisters in the Higher Education for 2020-2021
- Stickers of my mutual or copy of my European Health Insurance Card
- Receipt of subscription for public transport (SNCB, STIB, TEC, De Lijn)
- Copy of bank card (Belgian account only)
- Copy of the Council Tax of your parents or yourself or your spouse (taxes 2019 – incomes 2018).

If you don't have this document, your employment contract and your incomes and/or your spouse or your parents.

## **If I made a request for a bursary to Fédération Wallonie-Bruxelles (FWB) :**

- Proof of delivery by mail or by post
- Number of your file SAE
- FWB's decision if it is already known

## **If I made a request for a bursary to an other organization :**

Document to prove that you are (or not) financially supported by an other organization (provincial bursary, CUD, CROUS, government bursary, ...)

## **If I go on exchange during the academic year :**

- Mobility or internship agreement
- Copy of your signed tenancy agreement (lease) abroad

## **Other documents to my financial situation :**

Rent contract if your parents are owner.

If I am not taxed in Belgium, all documents proving my resources (CPAS, disability allowance,...).

All documents proving a change in my situation (retire, job seekers allowance, CPAS, death, etc.) since 2018.

All documents proving a financial support by the other parent, the one you are not dependent on (account statement, divorce decree, SECAL, etc.)

Documents to give also in case of non-participation of it !

Proof that you are assumed by a guarantor (student VISA).

**As long as my file is incompleted, my request will be not processed.**