

SERVICE SOCIAL ETUDIANTS

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PROCEDURE FOR INTRODUCING A REQUEST FOR STUDENT FINANCIAL ASSISTANCE

ACADEMIC YEAR 2020/2021

From 24th 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 your phone number to the following address:
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 1st July to 31st 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.
- Summary of your **financial and family** situation

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 incompleated, my request will be not

processed.