PROCEDURE FOR INTRODUCING A REQUEST FOR STUDENT FINANCIAL ASSISTANCE

ACADEMIC YEAR 2021/2022
From 23\textsuperscript{th} August 2021 to 29\textsuperscript{th} April 2022

1) Go to « MonULB », in the section “My virtual secretariat” \(\Rightarrow\) “My financial situation” \(\Rightarrow\) “My financial request” \(\Rightarrow\) “mes frais d’études”.

2) Fill out the questionnaire which will inform you if you are eligible to our service.

3) If you are admissible, you can then fill out the form for requesting financial assistance.

4) When the form is completed, you will be redirected to a platform to download the required documents.

Once the form is completed and all the documents have been uploaded, please send an email to the following address: \texttt{sse@ulb.be}

Please mention in your email:

- Your family name, first name and your ULB student number
- Your phone number

IMPORTANT, requests must be sent only as from 23\textsuperscript{th} August 2021. No requests will be processed prior to this date.
List of documents for your file

For Belgian students (+ assimilated Belgian) and UE students

➢ Household composition: where you are resident from 1st July to 31st October 2021.

In case the country doesn’t deliver such document, please complete the ULB document you can find in: “DOCUMENTS A TELECHARGER” ➔ “Household in english”: https://www.ulb.be/fr/aides-services-et-accompagnement/aides-financieres-sociales-et-inclusives

➢ Copy of my Identity Card (front/back)

➢ Stickers of my Health Insurance or copy of my European Health Insurance Card

➢ Proof of payment for public transport (SNCB, STIB, TEC, De Lijn)

➢ Copy of bank card (Belgian account only)

➢ Proof of payment for your ULB Sport registration 2021-2022 (optional)

➢ Copy of the tax records of your parents or your spouse or yours if you are financially independent (taxes 2020 – incomes 2019). If you don’t have this document, please provide us the employment contract and the incomes (last 3 pay slips) of your parents/spouse or yours.

➢ If I applied for a scholarship to the Fédération Wallonie-Bruxelles (FWB):
  • Acknowledgment of receipt received by mail or postal receipt if case of request sent by post
  • FWB’s decision if already known (positive or negative)
  • If you have made an appeal to the FWB: proof of sending (= postal receipt)

➢ If I applied for a scholarship to another organization:
  • Document to prove that you are (or not) financially supported by another organization (provincial bursary, CUD, CROUS, government bursary, ...)

➢ If I go on exchange during the academic year (Erasmus):
  • Mobility contract or internship agreement
  • Copy of your signed leasing contract (abroad)
  • Transportation costs (optional)

➢ Inscription proof for my brothers and sisters in the Higher Education for 2021-2022

➢ If my parents are divorced:
  • Divorce judgement
  • Any document attesting to the financial participation of the parent for whom I am not dependent

➢ Attestations on the honor to be filled in by the parents: please find the document to be completed in « DOCUMENTS A TELECHARGER » via the link: https://www.ulb.be/fr/aides-services-et-accompagnement/aides-financieres-sociales-et-inclusives

➢ Income attestation: Health Insurance/unemployment (recent with amounts and dates)

➢ CPAS attestation(s): recent with amount received and rate.

➢ Income not subject to tax (SPF Handicap)

➢ Accounting balance sheet 2019 (only for self-employed parents)

➢ Any document proving a change in my situation since 2019 (retire, unemployment allowance, death, ...)

➢ Summary of your personal and financial situation (to write yourselves)
For NON-UE students (with VISA)

➢ Household composition: where you are resident from 1st July to 31st October 2021.

➢ Copy of my resident permit (front/back)

➢ Proof of payment for your ULB Sport registration 2021-2022 (optional)

➢ Copy of bank card (Belgian account only)

➢ Copy of the tax records of your parents (taxes 2020 – incomes 2019)

➢ If I applied for a scholarship to the Fédération Wallonie-Bruxelles (FWB):
  • Acknowledgment of receipt received by mail or postal receipt if case of request sent by post
  • FWB’s decision if already known (positive or negative)
  • If you have made an appeal to the FWB: proof of sending (= postal receipt)

➢ Proof that you are assumed by a guarantor (annex 32)

➢ Attestations on the honor to be filled in by the guarantor and the student: please find the document to be completed in « DOCUMENTS A TELECHARGER » via the link: https://www.ulb.be/fr/aides-services-et-accompagnement/aides-financieres-sociales-et-inclusives

➢ Your pay slips as from July 2021

➢ Summary of your personal and financial situation (to write yourselves)

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As long as your file is incomplete, your request won’t be processed.