

**PROFILING FUND SCHEME
FONTYS UNIVERSITY OF APPLIED SCIENCES**

Please take note that you cannot derive any rights from this English version of this scheme. In case of doubt, consult the original Dutch version.

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INTRODUCTION

The Higher Education and Research Act (hereafter referred to as “WHW”) provides in Section 7.51 that educational institutions are obliged to create a Profiling fund to assist students who have fallen behind or are expected to fall behind with their studies due to special circumstances.

Fontys has implemented this section in Chapter 3 of the Profiling Fund Scheme. This chapter contains provisions regarding various special circumstances that may result in a delay in studies, and the manner in which students can apply for graduation support in this respect. In addition to the circumstances identified in the WHW, Fontys classifies participation in top-class sport as a special circumstance.

The exemption from payment of statutory tuition fees scheme and the tuition-fee free board experience scheme for students holding board positions are elaborated on in the Profiling Fund Scheme too.

Fontys has also drawn up and adopted Regulations on Board Membership Grants that elaborates on the facilitation of students with board positions who commit time to a student organisation, study association or umbrella organisation.

The Remuneration Scheme for Committees and Steering Groups elaborates on the facilitation of students who commit time to Fontys as members of the Profiling Fund Committee, the Board Membership Grants Committee, the Examination Appeals Board, the Executive Board committees and Fontys-wide steering groups, etc.

Facilities for students who are active in participation councils or in degree programme committees are included in the Regulations on the Participation Councils and Degree Programme Committees.

CHAPTER 1 GENERAL PROVISIONS

Article 1 – Definitions

Application	Request for financial support which the students submits to the Profiling Fund Committee.
Applicant	The student requesting financial support pursuant to this scheme.
Graduation support	The financial support which students may receive if they have fallen behind or are expected to fall behind with their studies due to special circumstances during the performance-related grant period. The graduation support is intended to enable the student within reason to complete or continue his studies as soon as possible.
Board activities	The board activities performed by a student as a member of a Fontys body (CPC, IPC or DPC) or a student organisation designated or recognised by the Profiling Fund Committee.
Board membership grant	The financial support which students may receive from Fontys for their board activities.
CAA	Centre for Administrative Activities. The CAA is the (internal) partner of Fontys of the participation councils and their partners assisting to improve the functioning of these councils.
CPC	Central Participation Council.
Executive Board	Competent authority of Fontys.
Profiling Fund Committee	The committee set up by the Executive Board which is charged with the implementation of the Profiling Fund Scheme.
Service department	Support service department of Fontys.
Degree period	The ten-year period within which students must have passed the final examination of a degree programme in higher education in order for the conditional loan from DUO to be converted into a non-repayable grant (Section 5.7 of the WSF 2000).
DUO	Education Executive Agency (<i>Dienst Uitvoering Onderwijs</i>) (www.duo.nl).
Fontys	Stichting Fontys.
IPC	Institute Participation Council.
Institute	The operational unit of organisation for Fontys' core competencies which is responsible for the execution of the primary process.
DPC	Degree programme committee as referred to in Section 10.3c of the WHW.
Performance-related grant	Interest-bearing loan which, subject to conditions, may be converted into a non-repayable grant whereby the interest is waived, not being the interest-bearing loan which cannot be converted into a non-repayable grant, consisting of a top-up grant, a travel allowance and a supplement for single-parent families.
Performance-related grant period	The period during which a student is entitled to student finance in the form of a performance-related grant, in conformity with Chapter 3 of the WSF 2000. The duration of the performance-related grant period for higher education is regulated in Chapter 5 of the WSF 2000, in particular Section 5.2(1)(a–b). The performance-related grant period is four years for students in an Associate Degree or Bachelor's programme and one year for students in a Master's programme.
Student	A person who is enrolled at the institution as a full-time student or a student following a dual degree programme as referred to in Sections 7.32 to 7.34 inclusive of the WHW, unless it appears explicitly from the scheme that this term refers to a person enrolled as a part-time student. The term 'student' refers to persons of either sex.

Student counsellor	The staff member appointed by the Executive Board who is charged with promoting the students' interests, providing assistance in the event of problems and providing information and advice. The student counsellor pertains to the Student Facilities department.
Study plan	An overview of the programme components which a student can complete in the academic year after he fell behind with his studies. The purpose of the study plan is to determine whether the student fell further behind in the year after the study delay was established.
Student Entrepreneur Scheme	Fontys Student Entrepreneur Policy and Student Entrepreneur Scheme , a document setting out the policy and regulations for students in respect of entrepreneurship. The regulations specify which students are eligible for this scheme and what facilities may be claimed.
Student organisations	Student associations and study associations with full legal capacity that meet the conditions of this scheme.
Elite Athletes Scheme	Fontys Elite Sport Policy and Elite Athletes Scheme , a document setting out the policy and regulations for students in respect of top-class sport. The regulations specify which students are eligible for this scheme and what facilities may be claimed.
Tuition-fee free board experience scheme	Financial scheme enabling a person to make use of the institution's facilities other than education, tests or examinations, during a period in which he is not enrolled but performs board activities on a full-time basis for a student organisation pertaining to an umbrella recognised by Fontys or to the Fontys umbrella.
WHW	Higher Education and Research Act (<i>Wet op het hoger onderwijs en wetenschappelijk onderzoek</i>), Bulletin of Acts and Decrees 593, 1992, and subsequent additions and amendments.
WSF 2000	Student Finance Act 2000 (<i>Wet studiefinanciering 2000</i>), Bulletin of Acts and Decrees 571, 2000, and subsequent additions and amendments.

Article 2 – Scope

1. This scheme relates exclusively to students enrolled in a Fontys full-time or dual degree programme, who pay Fontys the statutory tuition fees and who are eligible for student finance.
2. Students who have requested and been awarded an allowance for board activities pursuant Regulations on the Participation Councils and Degree Programme Committees, Regulations on Board Membership Grants or The Remuneration Scheme for Committees and Steering Groups hereby renounce a claim to graduation support as referred to in Chapter 3 of this Scheme.

CHAPTER 2 PROFILING FUND COMMITTEE

Article 3 – Function and composition

1. The Profiling Fund Committee was set up by the director of the Student Facilities Department, mandated by the Executive Board, and is charged with the implementation of the Profiling Fund Scheme.
2. The Profiling Fund Committee consists of a number of maximum five members, among which a number of maximum four Fontys staff members and one Fontys student. The Profiling Fund Committee is assisted by a secretary. The committee members are appointed by the director of the Student Facilities Department.
3. The Profiling Fund Committee can be contacted at the following address:
Fontys University of Applied Sciences
The Secretary to the Profiling Fund Committee
PO Box 347
5600 AH Eindhoven
e-mail profileringsfonds@fontys.nl

Article 4 – Duties and competences

1. It is the task of the Profiling Fund Committee to take decisions with regard to the applications and requests described in this scheme.
2. In the performance of its duties, the Profiling Fund Committee is authorised to:
 - a. draw up further guidelines with which an application/request must comply;
 - b. seek further information in relation to an application/request from the student counsellor, the department or, with the student's consent, the practitioner;
 - c. perform all necessary verification procedures to ensure a correct assessment of the application.

Article 5 – Reporting

Each year, the Profiling Fund Committee keeps an anonymous register of the nature and extent of the applications handled by the committee for the benefit of the director of the Student Facilities Department and the Executive Board.

Article 6 – Secrecy

To ensure that the privacy of the student submitting an application or request is protected, the secretary and members of the Profiling Fund Committee are obliged to observe secrecy in respect of all matters which came to their attention in their capacity of secretary or committee member.

CHAPTER 3 GRADUATION SUPPORT

Article 7 – Special circumstances

1. The following are classified as special circumstances justifying the award of graduation support:
 - a. illness;
 - b. pregnancy and childbirth;
 - c. physical, sensory or other functional impairments;
 - d. special family circumstances, including the special circumstances of the person with whom the student cohabits or has a living-apart-together relationship;
 - e. the actual structure of a degree programme, which has resulted in a study delay;
 - f. loss of accreditation of the degree programme in which the student is enrolled;
 - g. participation in top-class sport, as detailed in the [Elite Athletes Scheme](#);
 - h. board activities in respect of which the student does not want to apply for a board membership grant pursuant the Regulations on Board Membership Grants, the Regulations on the Participation Councils and Degree Programme Committees or The Remuneration Scheme for Committees and Steering Groups;
 - i. circumstances other than those set out in this article which would result in extreme unfairness if a request based on such circumstances were to be rejected by the Profiling Fund Committee.

Article 8 – Conditions for graduation support

1. A student will be eligible for graduation support if he fulfils the following conditions:
 - a. he is enrolled at Fontys as a full-time student or a student following a dual degree programme and has paid Fontys the statutory tuition fees for a degree programme for which he has not yet been awarded a degree, or of which he has not yet passed the final examination;
 - b. he is entitled to the performance-related grant due being enrolled in this degree programme;
 - c. due to the special circumstances, he has fallen behind or is expected to fall behind with his studies in this programme.
2. A student claiming graduation support based on the circumstances referred to in Article 7(1)(a) or (c) will only be eligible for graduation support if he submitted a written application to DUO to extend the duration of the performance-related grant (as referred to in Section 5.2b of the WSF 2000).
3. A student will only be eligible for graduation support if the study delay was caused by a special circumstance that occurred during the performance-related grant period, which includes any extra year's performance-related grant or the period during which he receives graduation support.
4. In the event of the special circumstance referred to in Article 7(1)(f), the only condition is that the student must be enrolled in the degree programme of which the accreditation has not been extended (see Article 15).

Article 9 – Further conditions for graduation support: notification and limitation of study delay

1. The student must report any special circumstance that may result in a study delay and in a claim for graduation support to a student counsellor when this circumstance arises, and in any case within five months of the special circumstance arising, in order to discuss the measures required to keep the study delay to a minimum. These discussions must be recorded in the report contained in the student's counselling file held by the student counsellor by the end of the academic year in which the special circumstance arose.
2. The student is obliged to discuss the following with the student counsellor:

- a. the possibility of premature termination of enrolment;
 - b. the possibility of applying for an extra year's student finance from DUO in the event of special circumstances as referred to in Article 7(1)(a) and (c);
 - c. the possibility of taking measures to keep the study delay to a minimum.
3. A student who encounters special circumstances that may result in a study delay is expected to study responsibly. This means that he must draw up a study plan each year, in consultation with the student counsellor and the student's tutor, which shows how much he has fallen behind due to the special circumstances. The study plan must contain a timetable for the consultations between the student and his tutor. When the student feels that he is unable to comply with the study plan drawn up and the arrangements laid down in it, he must contact his tutor and the student counsellor immediately.

Article 10 – Application for graduation support

1. After the department has signed the application for graduation support, the student must submit this application electronically to the secretary to the Profiling Fund Committee, profileringsfonds@fontys.nl.
2. The application must be submitted during the performance-related grant period (which also includes any extra year's performance-related grant or the period during which graduation support is received, see Article 8(3)), preferably six months before the end of the performance-related grant period, so that the payment of the financial support awarded can start as soon as the performance-related grant ends.
3. Applications must be made using the application form that can be found on the [portal of the Profiling Fund Committee](#).
4. The completed application form must be accompanied by the following documents:
 - a. overview of the performance-related grant received in higher education and a statement from DUO concerning the level of the performance-related grant;
 - b. a statement from the student counsellor about the relationship between the special circumstances and the study delay, indicating by how many months the studies were delayed by the special circumstances;
 - c. a statement from an (attending) physician, psychologist, midwife or other qualified practitioner specifying the period during which the circumstances applied, in the event of special circumstances as referred to in Article 7(1)(a) to (d) inclusive;
 - d. a copy of the application for an extra year's performance-related grant and DUO's decision (if applicable);
 - e. supporting documents showing the special family circumstances, in the event of special circumstances as referred to in Article 7(1)(d);
 - f. a recent overview of the study results achieved during the entire academic career at Fontys;
 - g. copies of the study plans for the academic years involving a study delay;
 - h. a further substantiation as to why, in the applicant's opinion, the degree programme was structured in such a way as to reasonably prevent him from taking the final examination within the performance-related grant period, in the event of special circumstances as referred to in Article 7(1)(e). If desired, the student may submit a statement from the department as part of this substantiation;
 - i. proof of the student's registration with Fontys as a student with Elite Athlete or Talent status, in the event of special circumstances as referred to in Article 7(1)(g) (see the Elite Athletes Scheme). In addition, the student must submit proof upon request that he receives no other income from participating in top-class sport;

- j. supporting documents showing that the student fell behind with his studies due to a special circumstance not listed under Article 7(1)(a) to (g) inclusive. In that case, the delay will be due to special circumstances as referred to in Article 7(1)(h) or (i).
- 5. If the application is incomplete, the secretary will ask the student in the confirmation of receipt to submit the missing documents within four weeks. If the requested documents are not submitted in time, the application will be declared inadmissible.
- 6. Students who fail to report a study delay in the manner described in Article 9, or to comply with the provisions of Paragraphs 1 to 5 inclusive of the present article, will be ineligible for financial support.

Article 11 – Establishment of study delay

1. The Profiling Fund Committee establishes the extent of the study delay per academic year on the basis of various factors, including the duration of the special circumstances, the delay actually incurred because of the special circumstances, the study programme scheduling and the time required to catch up. In this context, the committee looks at the set number of credits that can be earned and the number of credits actually earned, based on the study plans submitted. Delays for which an allowance was already awarded (either by another educational institution or by DUO) will be disregarded. The period of study delay, expressed in months, can be determined for a maximum period of 12 months.
2. In highly exceptional situations, which involve a special circumstance causing a greater delay than foreseen, the student may submit a request for an extension to the Profiling Fund Committee, using the appropriate application form. This request must be accompanied by a personal substantiation of the additional delay, a recent study results overview, a study plan and a recommendation from a student counsellor. Such a request must be submitted before the end of the period in which graduation support is received. An extra period of study delay may only be awarded if the maximum period of 12 months, as set out in Paragraph 1, is not exceeded.
3. In the event of a new special circumstance that may result in a study delay, the student may contact the student counsellor in order to report this delay (see Article 9) and subsequently submit a new application (see Article 10). An extra period of study delay may only be awarded if the maximum period of 12 months, as set out in Paragraph 1, is not exceeded.
4. The study delay, including any extension as described in Paragraph 2, or awarded based on a new special circumstance as described in Paragraph 3, is set at a maximum of 12 months, except in the event of the special circumstance of pregnancy and childbirth. For this special circumstance, the maximum study delay is four months per pregnancy. A study delay of less than one month will not result in the award of financial support.

Article 12 – Decision on application

1. The Profiling Fund Committee will decide on the application within five weeks of its submission, unless the application requires further investigation. This period will be suspended from the day on which the student was requested to submit missing information until the day on which the application was supplemented.
2. The decision will be one of the following:
 - a. an acknowledgement of the special circumstance and the resulting study delay as the basis for support during a period to be specified in the decision, and communication of any further action required from the student before payment can be effected;
 - b. a rejection of the application;
 - c. a declaration of inadmissibility, because an incomplete application was not or insufficiently supplemented within the specified period.
3. The decision will be substantiated and communicated in writing to the student, which communication will mention the option to file a notice of objection and the period for doing so (see Article 21).

Article 13 – Amount, instalments and payment of the graduation support

1. The amount of the graduation support for students is equal to the basic and any additional performance-related grant the student concerned receives or would have received under Chapter 3 of the WSF 2000 in the event that he is or would have been entitled to it, as stated in the most recent communication from DUO regarding the performance-related grant period.
2. In addition, students who are no longer entitled to a DUO student travel product (public transport travel product) because of the study delay incurred will receive a travel expense allowance equalling the amount which a student would receive from DUO as compensation for the inability to use the public transport travel product.
3. The support will be paid in the form of a non-repayable grant.
4. Payment will be effected in monthly instalments after the end of the performance-related grant period.
5. No payment will be effected if, during the period in which the special circumstance occurred, the student already received a year's extra student finance from DUO in respect of the same special circumstance and the same period.
6. A condition for payment of the graduation support is that at the time of the payment the student is enrolled at Fontys as a full-time student or as a student following a dual degree programme, has paid Fontys the statutory tuition fees and has not yet passed the final examination of the degree programme, and has studied responsibly as described in Article 9(3).
7. Payment of the graduation support will be terminated in the following cases:
 - a. after the end of the period during which the student is entitled to support;
 - b. effective from the first month after the enrolment as a student was terminated. The student is obliged to notify the secretary to the Profiling Fund Committee when he terminates his enrolment or when his enrolment is terminated. If the student fails to notify this in time, the Committee can recover the incorrectly received amounts;
 - c. effective from the first month after the student passed the final examination of the degree programme. The student is obliged to notify the secretary to the Profiling Fund Committee when he has passed the final examination of his degree programme. If the student fails to notify this in time, the Committee can recover the incorrectly received amounts.

Article 14 – Payment

1. The graduation support will only be paid based on a positive decision of the Profiling Fund Committee.
2. The secretary to the Profiling Fund Committee provides the Financial Department with a copy of the decision. The Financial Department will ensure the effective handling and payment to the student.

Article 15 – Special circumstance: loss of accreditation

1. If the degree programme in which the student is enrolled loses its accreditation, the Executive Board will see to a tailor-made arrangement for all students enrolled in that programme at that time. If, pursuant to a legislative change, the department is granted a remedial period in which to obtain a positive accreditation, this tailor-made arrangement will only be offered from the moment when the degree programme permanently loses its accreditation.
2. Articles 9 to 14 inclusive do not apply to this special circumstance.

Article 16 – Honouring of claims granted and transferability

1. A student who has pursued the same degree programme at a different university or university of applied sciences and is or would have been entitled to support granted earlier under Section 7.51 of the WHW, will be entitled to support as if this programme had been pursued at

Fontys. To this end, the student must submit a statement from the institution concerned which shows the following:

- a. the study delay was established during the enrolment in the same degree programme at this other institution;
 - b. this other institution has not yet paid financial support for this period of study delay;
 - c. the delay was reported to the Profiling Fund Committee in good time, that is, within five months of the special circumstance arising.
2. In addition, it will be checked whether the student already received an extra year's student finance from DUO in respect of this delay and period.
 3. No payment will be effected if, during the period in which the special circumstance occurred, the student already received a year's extra student finance from DUO in respect of the same special circumstance and the same period.

CHAPTER 4 TUITION FEE SCHEMES

Article 17 – Exemption from payment of statutory tuition fees

1. If a student is enrolled in a degree programme at an institution, the Executive Board may grant the student a one-off exemption for the period of one academic year from paying the statutory tuition fees, if the student, in a full-time capacity:
 - a. is a member of the board of a student organisation of some size with full legal capacity, or of the CPC;
 - b. engages in activities in the administrative or social realm which according to the Executive Board are to some degree in the interest of the institution or the education provided by the institution, if the student is not following education at the institution or sitting examinations at the institution or at another government-funded institution during that time, and the membership as described under a. or the activities described under b. are not commercial in nature.
2. The scheme enables the person participating in the scheme to make use of the institution's facilities other than education (which includes sitting tests, resits and/or examinations) during a period in which he is not paying tuition fees but perform board activities as referred to in Article 17(1) on a full-time basis.
3. In order to take part in this scheme, the student must conclude an agreement with the Executive Board prior to the period in which he wants to gain board experience without paying tuition fees. He must notify the secretary to the Profiling Fund Committee no later than two months before the start of this period. This agreement will contain any arrangements made between the student and his department on how the student can prevent additional study delays due to his participation in this scheme.
4. If special circumstances make it impossible for the Executive Board to conclude an agreement within the time period specified in Article 17(3), the Profiling Fund Committee will notify the student as soon as possible.
5. During the period in which the student takes part in this scheme, he will not receive a board membership grant.

Article 18 – Tuition fee free board experience scheme

1. A student who meets the conditions referred to in Article 8(1) (a) and (b) has the option to participate in the tuition fee free board experience scheme for a maximum period of 12 months.
2. The tuition fee free board experience scheme enables the person participating in the scheme to make use of the institution's facilities other than education (which includes taking tests, resits and/or examinations) during a period in which he is not enrolled but performs board activities on a full-time basis.
3. In order to take part in this scheme, the student must conclude an agreement with the Executive Board prior to the period in which he wants to gain board experience without paying tuition fees. He must notify the secretary to the Profiling Fund Committee no later than two months before the start of this period. This agreement will contain any arrangements made between the student and

his department on how the student can prevent additional study delays due to his participation in this scheme.

4. During the period in which the student takes part in this scheme, he will receive financial support from the profiling fund each month, an amount of €200.
5. During the period in which the student takes part in this scheme, he will not receive a board membership grant.

CHAPTER 5 CONCLUDING PROVISIONS

Article 19 – Accumulation of applications

In the event of a concurrence of special circumstances (such as a board position and participation in top-class sport), the set period for these positions combined with top performance will be taken into account in determining the extent of study delay. The total financial support can never exceed the financial support provided over a 12-month period.

Article 20 – Hardship clause

In highly exceptional circumstances - this being at the Profiling Fund Committee's discretion - in which the application of this scheme were to result in extreme unfairness, the Profiling Fund Committee may derogate from this scheme in the student's favour.

Article 21 – Possibilities of objection and appeal

If the student concerned does not agree to decisions made by the Profiling Fund Committee pursuant to this scheme, he can lodge an objection with the Executive Board, Legal Affairs Department, PO Box 347, 5600 AH Eindhoven or by e-mail to Studentenloket-beroep-bezwaar-klacht@fontys.nl. This must be done within six calendar weeks of the decision being communicated.

Article 22 – Adoption and amendments

This scheme was adopted by the Executive Board on 28 August 2023. The student component of the CPC gave its consent on 14 September 2023.

This scheme may be amended by the Executive Board. A decision to amend the scheme will require the prior consent of the student component of the CPC.

Article 23 – Unforeseen cases

In all cases not provided for by this scheme, and in the event of a difference in interpretation of one or more provisions of this scheme, the Profiling Fund Committee will decide.

Article 24 – Entry into force and official title

The scheme was updated in 2023 and will enter into force on 1 September 2023.

This scheme may be cited as Profiling Fund Scheme.