

## PROCEDURE REQUEST REDUCED TUITION FEE ODISEE STUDENTS

In order to pay the reduced tuition fee or if you would like to know if you are eligible for the reduced tariff, follow the procedure as described below.

Students who fulfill the conditions set by the Flemish Community can also be eligible for a study grant. Want to know more? Contact a member of the Social Services' office on your campus for more information.

If you were entitled to a 'schoolpremie' or 'schooltoeslag' last school year for secondary education or a study grant from the Flemish Community last academic year, you do not need to fill in these documents. In this case you bring the letter or bank statement with the proof of your 'schoolpremie' or 'schooltoeslag' or the letter with the decision of the study grant to an employee of Student Administrative Services on your campus.

You will pay, with reservation, a reduced tuition fee until Odisee receives the decision from the Department of Scholarships concerning your eligibility for the study grant for the academic year.

If you receive a study grant from the Flemish Community, you can request to pay the reduced tuition fee. The eligibility to request a study grant from the Flemish Community depends on 3 conditions that must be fulfilled at the same time: nationality condition, conditions of study and the financial condition. In case you do not have the Belgian nationality, you will (most likely) not be eligible for the study grant from the Flemish Community. Only in exceptional cases students with a foreign nationality are able to request a study grant.

**Note!** If you came to Belgium with a student visa and you reside in Belgium with a residence permit for reason of study, you do not fulfill the nationality condition and cannot request the reduced tuition fee nor the study grant from the Flemish Community. If you want to find out whether or not you would be eligible, contact a staff member of the Social Services' office before you complete one of the request forms below.

### **Procedure to request the reduced tuition fee for Odisee**

1. You received a 'schoolpremie' (Brussels), a 'schooltoelage' (Flanders) or study grant from the Flemish Community last school/academic year.  
Bring the letter with the decision or the bank statement that proves you were eligible for a 'schoolpremie' or a 'schooltoelage' or the letter with the decision from the Department of Scholarships concerning your request for a study grant and hand it over to a staff member of Student Administrative Services.  
The tuition fee tariff will be adapted, with reservation, until Student Administrative Services receives the final decision from the Department of Scholarships.
2. You did not receive a 'schoolpremie', a schooltoelage nor a study grant from the Flemish Community last school/academic year or you do not know if you are eligible to request a study grant.  
The eligibility for a study grant depends on several conditions (see above). In case you do not have the Belgian nationality, contact a staff member of the Social Services' office before you complete one of the request forms below.  
Print one of the request forms applicable to your situation, fill in the form completely, add the requested documents and proof of income and hand it over to a staff member of the Social Services' office. Check below which request form applies to your situation.
  - Request form reduced tuition fee for dependent students  
You use this form if you financially and fiscally depend on both your parents, on one parent if your parents are divorced or on another person other than your parent(s). In case you

live alone, but you do not yet have sufficient income to be considered as an 'independent student' or as a 'married student', you will also have to use this request form.

- Request form reduced tuition fee for non-dependent students

If you are independent and you and/or your partner have an own income, you can check with this document which statute you have and which income you have to prove. Note that having an own domicile is not necessary. Once your income exceeds a certain treshold, you will be considered as an independent student, even if you still live with your parents. With '*income*' we refer to an income from employment, a replacement income (e.g. unemployment or illness benefit) and social aid from OCMW/CPAS.

**Note!** Being single does not mean that you have the statute of 'single student'. Most single students do have an income and have the 'independent student' statute. Questions about this statute? Contact a staff member of the Social Services' office.

Does one of these situations apply to you or do you have another question, contact the Social Services' office. Ask beforehand if you are eligible to request the reduced tuition fee and if so, which documents you need to bring.