

# YOUR STUDENT REPRESENTATIVES AT USTP



The Austrians Students Union (ÖH), in collaboration with Federal Ministry of Education, Science and Research (BMBWF), offers the opportunity to financially support students' meals<sup>1</sup>. Therefore, contracts have been set up, which allow the students of University of Applied Sciences St.Pölten (USTP) to get access to the grant.

According to the boundaries of Federal Ministry of Education, Science and Research (BMBWF) the amount of the grant is set to be between 0,50 und 2 Euro<sup>2</sup>. The Austrian Students Union at University of Applied Sciences St.Pölten (ÖHUSTP) is making efforts to set the grants in a way that allows them to be used in everyone's best interest. According to the boundaries, the permit to use the grant has to be mentioned "im Studierendenausweis" (in the student ID). At USTP the permit will be mentioned digitally on students' CampusCard, which will be checked by the mensa operator.

**Do you want to take advantage of the grant?** Then please use the form on the next page to check if you are eligible. If you are eligible and want to use the grant, please fill out the form and bring it to our office. (A.O.13). If you have a qualified electronic signature<sup>3</sup> you can send us the filled out and signed form via email [ast.oeh@ustp.at](mailto:ast.oeh@ustp.at). Without a qualified electronic signature, we need your original signature, that's why we can't accept pictures or scans.

We have to point out that, by contract, we have to collect data on students' social situation. **Thus, we do spot checks.** If you are chosen for a spot-check, we might reach out to ask for bank statements or other relevant documents.

## Data protection

The ÖHUSTP, which is a corporation under public law (KöR) based on the HSG 2014<sup>4</sup>, is responsible for data processing. It is represented by a chairperson<sup>5</sup>. The person responsible for data protection can be reached at [dsb.oeh@ustp.at](mailto:dsb.oeh@ustp.at). Data is collected and processed exclusively for the stated purpose. The purpose of the processing is therefore the processing, control and accounting of subsidies for student meals in accordance with the boundaries of the BMBWF. Processing also includes the processes set out in the HSG, such as budgeting<sup>6</sup>. Within the KöR, the data is processed by the assistant (activation/administration), the social policy department (examination of the social situation), and the economic department (accounting). The recipient is the USTP, as the activation note is issued via the systems, which is then retrieved by the cafeteria operator. Students acknowledge that point-of-service systems could also be viewed by third parties. Due to the contract, the ÖH Federal Representation (BV) is the recipient of the data provided. The ÖHs are under control according to the HSG (including by the BMBWF). In accordance with the boundaries, the names, registration numbers and information on whether grants or social funds are being received are sent to the BV. If the BV requests a signature list for billing purposes, the original applications are sent. The ÖHUSTP has chosen this procedure so that the signature on a list cannot be disclosed to other students.

<sup>1</sup> see GZ 2022-0.724.814 as well as BMWFW-54.201/0013-WF/VI/6/2015.

<sup>2</sup> The sum is tied to VPI 2020 (March) of the previous year. The reference point is march 2023.

<sup>3</sup> see eIDAS-VO (Verordnung (EU) Nr. 910/2014) und SVG (Signatur- und Vertrauensdienstegesetz). Example.: Handysignatur/ID-Austria.

<sup>4</sup> Students' Union Act: <https://ris.bka.gv.at/GeltendeFassung.wxe?Abfrage=Bundesnormen&Gesetzesnummer=20008892>.

<sup>5</sup> see <https://oeh.ustp.at/de/fachhochschulvertretung/>, contact: [vorsitz-fhv.oeh@ustp.at](mailto:vorsitz-fhv.oeh@ustp.at).

<sup>6</sup> for which the number of applications and the financial volume are used.

# Application for mensa support

According to the guidelines of the Federal Ministry of Education, Science and Research (BMBWF), the matriculation number<sup>7</sup> must be recorded in addition to the name for the settlement of the canteen subsidy.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
Matriculation Number

This registration must be done semester by semester. In order to meet this requirement, we ask you to fill out this form again each semester. In this respect, the settlement of the subsidies differs from the semester limits of the University of Applied Sciences St.Pölten. Applications for the winter semester can be submitted starting in August and are valid from mid-August to mid-February. Applications for the summer semester can be submitted starting in February and are valid from mid-February to mid-July.

Application for calendar year \_\_\_\_\_ for  WS  SS.

According to the guidelines, the higher education institution representations sets the social criteria for claiming the grants, whereby information must also be provided on receipt of a study grant, student support or a benefit from the social fund of the ÖH Federal Representation or a local higher education institution representations (such as the ÖHUSTP). In order to meet the ÖHUSTP criteria, one of the following options must therefore apply:

I receive study grants and the reference number of my last notification was

\_\_\_\_\_

I receive other support due to my social need, namely

\_\_\_\_\_

I received benefits from the social fund last year:

ÖH Federal Representation on \_\_\_\_\_

Austrian Students Union at University of Applied Sciences St.Pölten (ÖHUSTP) on

\_\_\_\_\_

I have less than 312.56 EUR<sup>8</sup> per month available for food.

Available funds mean the income<sup>9</sup> averaged over the year minus necessary expenses<sup>10</sup>. The limit is calculated by valorizing EUR 250 over the 2020 March VPI of the current year based on March 2021 (101.9 points).

I request that the CampusCard of the user \_\_\_\_\_@ustp-students.at be activated. I can also be reached at the email address provided for queries and random checks.

I hereby confirm the accuracy of the data and acknowledge the data processing and transmission described above, as well as the random checks by the ÖHUSTP:



**placeholder for the  
electronic signature**

**NR: 1**

for tools that supported barrier-free positioning of signature placeholders.

For example PDF-Over oder <https://pdf.egiz.gv.at/pdf-as-wai/>

\_\_\_\_\_  
Signature and Date

<sup>7</sup> UHSBV 8 digit number - at first time matriculation this number starts with 5.

<sup>8</sup> On the day of creation (March 10, 2026) the index (March) was at 127.4 points.  $250 \times 127.4/101.9 = 312.56$

<sup>9</sup> Income includes all money flowing into the household budget of the applicant and their spouse or registered partner who is obliged to pay maintenance and their children, such as: income from employment, benefits from the Unemployment Insurance Act, Maternity Leave Allowance Act, Student Support Act, Employment Service Act and other laws, pensions, support from the federal government, state, municipalities and other organizations, such as: allowances (e.g. housing allowance or family allowance for students and their children), study grants and other scholarships, maintenance payments (alimony for students or their child/children) and other donations from parents and other relatives.

<sup>10</sup> According to ÖHUSTP this includes expenses for: accommodation, study-related expenses (e.g. tuition fees, literature, necessary travel, ...), telephone, internet, radio & television fees, household insurance, childcare, health insurance, and living expenses (clothing, medication, leisure, sports,...)