

Please send this form with attachments as **1 PDF** to contactcentre-esa@tudelft.nl with reference to: RPF & student number

For all conditions see the [Profiling Fund Scheme TU Delft 2021](#)

1. Personal data

Student number:

Surname and initials:

IBAN number:

2. Request acknowledgment

I request month(s) of acknowledgment of study delay.

The study delay due to an unforeseen circumstance occurred in the period from to as a result of:

Medical/psychological/functional disability (attach a, b, c, f & g)

Pregnancy & childbirth (attach a, b, f & g)

Exceptional family circumstances (attach a, f & g)

Inadequate structure/organisation of educational activities (attach a, d, f & g)

Elite sports (attach a, e, f & g)

Exceptional case of extreme unfairness (attach a, f & g)

Required attachments:

- a. Personal statement about the progress/origin of the study delay (preferably no more than 1 A4)
- b. Statement by a (student) doctor and/or psychologist
- c. DUO form [Medische informatie](#)* signed by a (student) doctor or psychologist
- d. Statement by thesis supervisor
- e. Statement by elite sports coordinator
- f. DUO message stating the end date of the [prestatiebeurs](#) (performance grant)*
- g. Statement by the academic counsellor of your faculty

*Only applicable to Dutch and EEA students who are entitled to student finance from DUO

3. Request assistance

I request payment of month(s) financial assistance from the Profiling Fund.

Amount of financial assistance (basic payment) academic year 2023-2024: €265,00 per month.

I request the following [support from DUO](#):

Verlenging van de prestatiebeurs (extension performance grant)

Verlenging van de diplomatermijn met maand(en) (extension of the diploma term)

Omzetting van de prestatiebeurs (conversion of the performance grant)

Nieuwe aanspraak op studiefinanciering (renew entitlement to claim student finance)

4. Other (if applicable)

I received supplementary grant from DUO during the study delay. See the [back](#) for more information.

→ Attach DUO message which states the amount of the supplementary grant received in the last month of the delay.

I am a Non-EEA student and paid the institutional tuition fee during the study delay. See the [back](#) for more information.

5. Signature

I declare that I have completed this form truthfully.

Date:

I am aware of the application procedure stated on the back.

Signature:

Application procedure financial assistance for study delay (RPF or support DUO)

This guide only applies to a study delay as a result of the following unforeseen circumstances: illness or physical, sensory or other functional disabilities, exceptional family circumstances, pregnancy and childbirth, inadequate study programme, elite sports and exceptional case of extreme unfairness.

General information

1. Report your study delay to the academic counsellor of your faculty as soon as possible. Do this at the latest within 3 months after the unforeseen circumstance occurred. This way you avoid a deduction in any financial assistance.
2. The study delay must have occurred during the period of the performance grant (prestatiebeurs). For EEA students (with entitlement to student finance), who follow a Bachelor's and Master's degree programme at TU Delft, this is normally during the first 5 years of study. For hbo students, this normally concerns a delay in the first year of study at TU Delft. For students ((Non-)EEA) who are not entitled to student finance, the delay must have occurred within the nominal study duration*.
3. Submit the application on time via contactcentre-esa@tudelft.nl. Please note the following submission deadlines:
 - If it concerns a RPF application (granting financial assistance from the Profiling Fund) → submit the application before the end date of the performance grant (if you are entitled to student finance) or before the end of the nominal study duration* (if you are not entitled to student finance).
 - If it concerns an application for [support from DUO](#) → then longer submission deadlines apply. Please note: after assessment by TU Delft, the application must be submitted to DUO no later than 5 years after the end of the diploma term. It is advised to submit an application for an extension of the performance grant as soon as the study delay is known.
4. If you received supplementary grant (aanvullende beurs) from DUO during the period of study delay, you can apply for an amount equal to the supplementary grant in addition to the basic payment. Attach a DUO message with the application for this. The message must state the amount of the supplementary grant received in the last month of the delay.
5. If you are a Non-EEA student and pay the institutional tuition fee during the study delay, you are eligible for compensation in addition to the financial assistance. For each academic year the student is enrolled in a degree programme the student has to pay the tuition fee. The law distinguishes two types of tuition fee: statutory tuition fee and institutional tuition fee (Art. 7.43 to 7.47 of the WHW). You will receive an amount per month to compensate the difference between the statutory tuition fee and the institutional tuition fee, if you pay the institutional tuition fee. This amount will be transferred along with the basic payment.
6. An incomplete application will not be processed. Make sure you submit all required documents directly with the application. If an application is incomplete, you will have 2 weeks to complete the application with the missing documents. If the application is not complete within the aforementioned period, the application will no longer be processed. It remains possible to submit a new application, but the new submission date will then apply.
7. Handing in required statements or other documents is your responsibility. You cannot hold anyone else liable for this.
8. All TU employees who come in contact with your application are bound by a duty of confidentiality. Your application will be handled with care in the context of the General Data Protection Regulation.
9. Payment will be made at the end of the performance grant period, including any extension by one year by DUO (verlenging prestatiebeurs). For international students without student finance, payment will be made after the nominal study duration. As long as you receive payment, you must remain enrolled as a full-time student at TU Delft.

* During the first 5 years in case of BSc + MSc or first 2 years in case of only MSc.

Submit application

1. Contact the academic counsellor of your faculty to discuss your application.
2. If it concerns medical circumstances, make an appointment with a student doctor (via www.sgzstudent.nl) or doctor (BIG registered) for a statement. If applicable the (student) doctor also fills in the DUO form [Medische informatie](#) (see front page - "Required attachments"). Send this form to the (student) doctor to have it completed.
3. If it concerns psychological circumstances, make an appointment with a student psychologist (via www.psychologists.tudelft.nl) or psychologist (BIG registered) for a statement. If applicable, send the DUO form [Medische informatie](#) to the (student) psychologist to have it completed.
4. If it concerns exceptional (family) circumstances with a study delay of less than 3 months, contact the academic counsellor. If it concerns a study delay of more than 3 months, discuss with the academic counsellor if a statement from a (student) psychologist is necessary (see point 3).
5. If it concerns an inadequate structure/organisation of educational activities or elite sports, contact the academic counsellor.
6. Fill in the application form.
7. Make a personal statement about the progress/origin of the study delay (see front page - "Required attachments").
8. If you have the intended statement of a (student) doctor or psychologist, contact the academic counsellor again. The academic counsellor will give you a statement that you submit with the application (see front page - "Required attachments").
9. Submit the application form with the required attachments as 1 PDF via contactcentre-esa@tudelft.nl. We aim to make a decision within 8 weeks.

For more information send an e-mail to contactcentre-esa@tudelft.nl.