

# 1. Financial support by AMS

The requirements to be eligible to get AMS funding are defined and checked by AMS only.

The procedure for applying for training and further education benefits from the AMS must always take place **before the start of training and must be discussed and clarified with the AMS advisor**. During this discussion, it is also clarified whether or not participation in training and further education makes sense in terms of labor market policy. The maximum financial support that can be applied through the AMS is 12 months, and each student's status change (illness, drop out, vacation, etc.) must be reported to AMS and 42 Vienna. Students registered with AMS submit a request (via eAMS) for a maximum of 12 months before the start of training and upload all the required documents.

## Procedure:

1. Check whether you are eligible for the AMS financial support by consulting with your advisor or checking criteria online. If you are unsure about meeting the criteria consider having a meeting with your advisor and clarify whether you can receive further training and education financial support. Do so before the end of the Piscine.
2. If you meet the criteria, send an e-mail to **42ams@42vienna.com** with the subject "*42 Vienna\_Cohort 5 Study\_first\_name/last\_name\_AMS*" and include the following data in the text by **14.04.2025**:
  - a. **First name and surname**
  - b. **Social security number**
  - c. **Current home address**

**Attention! Applications received after April 14th will not be considered!**

3. You will then receive the "42 Confirmation of Admission", "Confirmation of Course Times" and "Study plan" from Drucilla - you must then send/upload these documents to the AMS by **April 14th, 2025** at the latest (application process through eAMS can be found in the Appendix).

## Attendance requirements:

Please note that financial aid is contingent upon adequate academic performance and on-campus attendance of at least 25 hours per week. Attendance and academic progress are weekly and continually monitored by 42 Vienna. If you do not meet attendance and progress requirements, you will receive a warning email. Warning emails will be kept on file for the entire financial aid period. After three warning emails, the AMS will be notified.

This may result in the termination of financial support and other consequences on the part of the AMS.

## Sickness:

In case of illness, it is important that you inform the AMS and 42 Vienna immediately and present a medical certificate. Failure to do so may result in consequences on the part of the AMS.

A copy of the medical certificate must be sent to the AMS and to [pedago@42vienna.com](mailto:pedago@42vienna.com) and [42ams@42vienna.com](mailto:42ams@42vienna.com) with the subject "5. cohort\_medical\_certificate\_first\_name/surname".

**Info: AMS will not extend students financial support during a sick leave.**

## Vacation days:

**You need to also inform AMS before you take your vacation!**

**Info: AMS will not extend students financial support during a holiday.**

You have 35 days of vacation that you can take at any time. For vacation, you need to send a request min. 24 hours before the starting date by sending an email to [pedago@42vienna.com](mailto:pedago@42vienna.com) and [42ams@42vienna.com](mailto:42ams@42vienna.com). You will be credited with 5 hours for every vacation day you take.

Example: If a student takes 5 vacation days in August, 25 hours will be added to the student log time.

## Public holidays:

For each official public holiday, no matter if it's during the week or the weekend, 5 hours of logtime will be added to your weekly logtime.

Here below the list of what is considered a public holiday:

- 1 Jan - New Year's Day
- 6 Jan - Epiphany
- 1st Monday - Easter Monday
- 1 May - Labour Day
- 1st Monday - Ascension Day
- 1st Monday - Whit Monday
- 1st Monday - Corpus Christi
- 15 Aug - Assumption of the Virgin Mary
- 26 Oct - National Day
- 1 Nov - All Saints' Day
- 8 Dec - Immaculate Conception
- 25 Dec - Christmas Day
- 26 Dec - St Stephen's Day

## Freezing your account:

Freeze is not allowed during the duration of the AMS financial support.

## Bonus days:

You can freely use Bonus days in order to postpone your 42 cursus milestone deadlines only, but keep in mind that bonus days have no impact on the requirements for financial support, they will not give you any logtime and will not be deducted from your available vacation days.

## Insurance policy:

If a student does not meet the above requirements, the pedagogical team will warn the student before informing the AMS. If AMS financial aid is terminated due to lack of

performance or the student takes more than 12 months to complete the Common Core, the student is required to secure their own insurance coverage if they wish to continue attending campus. Please note that 42 Vienna is not responsible for the student's insurance and the student acts at their own risk in case of non-insurance.

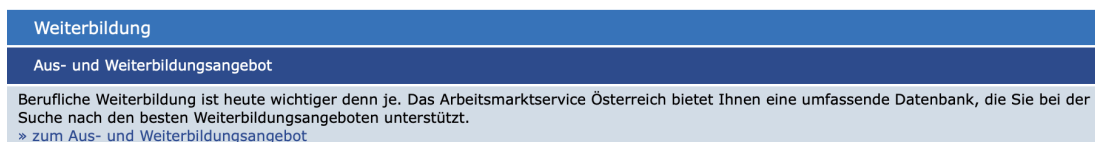
For your information: Accident insurance is included in the training company as long as the students are financially supported by the AMS. In our case, as Common Core lasts longer than 12 months and the students continue to be on campus even after the financial support has ended, the AMS does not offer accident insurance after 12 months. It is therefore necessary for students to take out their own insurance.

### 3. Application process

#### Now it's time to apply for "Aus und Weiterbildungsbeihilfe" through the eAMS portal

At this point you have already received the documents from Tatjana. The next step is to upload the documents and apply for Aus- und Weiterbildungsbeihilfe.

1. Go to your eAMS account
2. On the main page, click on "zum Aus- und Weiterbildungsangebot"



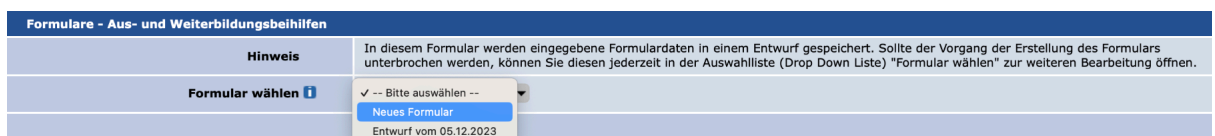
The screenshot shows a blue header bar with the text 'Weiterbildung'. Below it is a sub-header 'Aus- und Weiterbildungsangebot'. The main content area contains a paragraph: 'Berufliche Weiterbildung ist heute wichtiger denn je. Das Arbeitsmarktservice Österreich bietet Ihnen eine umfassende Datenbank, die Sie bei der Suche nach den besten Weiterbildungsangeboten unterstützt.' followed by a blue link: '» zum Aus- und Weiterbildungsangebot'.

3. Click on "zu Aus und Weiterbildungsbeihilfen"



The screenshot shows a blue header bar with the text 'Aus- und Weiterbildungsbeihilfen'. Below it is a paragraph: 'Hier können Sie Beihilfen für Ihre Aus- und Weiterbildung beantragen.' followed by a blue link: '» zu Aus- und Weiterbildungsbeihilfen'.

4. Select "Neues Formular"



The screenshot shows a blue header bar with the text 'Formulare - Aus- und Weiterbildungsbeihilfen'. Below it is a table with two columns. The first column is titled 'Hinweis' and contains the text: 'In diesem Formular werden eingegebene Formeldaten in einem Entwurf gespeichert. Sollte der Vorgang der Erstellung des Formulars unterbrochen werden, können Sie diesen jederzeit in der Auswahlliste (Drop Down Liste) "Formular wählen" zur weiteren Bearbeitung öffnen.' The second column is titled 'Formular wählen' and contains a dropdown menu with the text: '✓ -- Bitte auswählen --', 'Neues Formular', and 'Entwurf vom 05.12.2023'.

5. Continue with the form and fill in the necessary fields

Erforderliche Unterlagen	
Hinweis	Folgende Unterlagen müssen in Kopie oder im Original übermittelt werden, sofern sie nicht bereits beim Arbeitsmarktservice vorliegen.
Nachweis der Reisekosten *	<input type="text" value="Nicht vorhanden"/>
Nachweis der Unterkunftskosten bzw. * Kostenvoranschlag	<input type="text" value="Nicht vorhanden"/>
Nachweis der Kurskosten und der * Kursdauer	<input type="text" value="Ist im Anhang beigelegt"/>
Bestätigung der Kursanmeldung *	<input type="text" value="Ist im Anhang beigelegt"/>

6. Attach the documents you received from 42 Vienna to your application and send it off.