

**Application form for financial help through the Solidarity Fund**

**Objective of the Solidarity Fund:**

In line with the Higher Education Ministry's orders with regard  to stopping the spread of Covid-19, on 16th March our university asked its students and staff to suspend the internship they were carrying out or were about to carry out, in France or abroad. The same policy was put into place for our students who were studying abroad.

Therefore, some students incurred financial losses due to unexpected extra costs linked to accommodation and/or transport, for which they were unable to be reimbursed, or for which they only received partial reimbursement.

This Solidarity Fund will allow students to receive an exceptional financial grant to (fully or partially) cover the costs that they incurred and for which they were not able to be reimbursed (subject to approval by the President of the University, following a specific committee’s study of students’ applications).

In the first instance, students **must do everything in their power to try to be reimbursed for their unexpected accommodation and/or transport costs: contacting the transport companies they travelled with, their insurers, rental companies, banks, local and regional councils, organisations that gave them scholarships, etc. Students must be able to prove that they have done this, but that their efforts have been infructuous.** They must also be able to show that their internship stipend and/or (where applicable) scholarship(s) are not enough to cover these extra costs.

**Eligibility:**

To be eligible for this Solidarity Fund, students (whether in initial study [*étudiants*] or continued study [*stagiaires de la formation continue*]) must be registered at Le Mans University during the 2019/2020 academic year, and must have encountered financial losses which were not reimbursed or were only partially reimbursed following our university's decision to suspend their internship (in France or abroad) or to suspend their study period abroad.

**Duration of the Solidarity Fund:**

The Fund was created on 1st April 2020 and will be open until 31st December 2020.

**Deadline for completed applications:**

31st August 2020

**Applicant’s details**

Surname (family name):

First name:

Student number: 🞏🞏🞏🞏🞏🞏🞏🞏

Course that you are studying at Le Mans University:

Home address (at time of application):

Email address:

Telephone number:

**Type of application**

This application for financial help is due to unplanned extra costs incurred during:

* **an internship *(provide a copy of your internship agreement [“convention de stage”])***

Dates of internship: from. to .2020

Place of internship (institution or company, town, country)

**OR**

* **a period of study abroad**

Mobility period: from to 2020

Place (institution, town, country) :

**Unplanned extra costs that were incurred**

**Transport costs:**

|  |  |
| --- | --- |
| **Type** | **Amount** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total** |  |

**Accommodation costs:**

|  |  |
| --- | --- |
| **Type** | **Amount** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total** |  |

**Detailed description of the application**

***(You must include information about your infructuous efforts to be reimbursed by third parties, and you must specify the amount of scholarships and/or stipends that you received)***

**Supporting documents to attach to your application**

The committee requires all the documents that you can provide in order to support and illustrate the information detailed in your application.

Applicants must provide proof of the unexpected extra costs that they incurred, and give evidence of their efforts to be reimbursed by third parties (transport companies they travelled with, their insurers, rental companies, banks (particularly when transport costs were paid for by credit card), local and regional councils, organisations that gave them scholarships, etc.)

They must justify that their efforts were infructuous or that they were only partially reimbursed.

They must also provide, where applicable, certificates regarding scholarships and/or stipends that they received or will receive as part of their internship or study abroad.

**Complete applications (application form and supporting documents), along with a RIB (French bank account information) must be sent by email to the following email address:** [**fsth@univ-lemans.fr**](mailto:fsth@univ-lemans.fr) **by 31st August 2020 at the latest.**

I, the undersigned, Mr/Ms , declare that the information I have provided is accurate and correct.

Signed in (*town*) , on (*date*) ,

Signature :

|  |  |  |
| --- | --- | --- |
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