

REQUIREMENTS AND PROCEDURE FOR APPLICATION, GRANTING AND PAYMENT OF NEED-BASED SPECIAL ALLOWANCE IN TALLINN HEALTH CARE COLLEGE

Based on [Study Allowances and Study Loans Act](#) clause 2 (5).

1. General Provisions

1.1. Scope of application

1.1.1. This document provides the requirements and procedure for application, granting and payment of need-based special allowance (hereinafter *special allowance*) in Tallinn Health Care College (hereinafter the *College*) for registered students acquiring higher education.

1.2. Terms

1.2.1. *Special allowance* is monetary allowance based on the economic situation of the person and granted under the conditions provided for this document to students in order to cover expenses related to the acquisition of higher education if the application for a need-based study allowance of a student has been declined.

2. Applying requirements for *special allowance*

2.1. A student has the right to apply for *special allowance* if he or she:

2.1.1. is an Estonian citizen or is staying in Estonia on the basis of a long-term or temporary residence permit or on the basis of a permanent or temporary right of residence;

2.1.2. he or she studies full-time and has by the starting semester cumulatively completed at least 75% of the study load subject to completion under the curriculum in the previous semesters or studies full-time in the first semester;

2.1.3. a student's application for need-based study allowance has been declined in state portal for the relevant semester due to not complying with the condition specified in clause 5¹ [in the same Act](#), student's average income per month exceeds the maximum average income calculated for the receipt of need-based study allowance established annually by the state budget.

2.1.4. his/hers and their family members' average monthly income of the three months preceding the submission of an application for need-based study allowance specified in subsection 5¹ (2) in the same Act does not exceed the maximum average income calculated for the receipt of need-based study allowance established annually by the state budget, above all, if the given income has decreased in connection with registration of the student or his or her family member as unemployed or in connection with no work ability.

2.2. *Special allowance* may be applied by the student that lives with their single parent and the separated parent living apart provides no financial support; in case the student meets the requirements set in 2.1.

3. Applying for special allowance

3.1. A student has the right to apply for *special allowance* for five study months or one semester twice during an academic year (from September to January and from February to June). Application for *special allowance* with required documents is submitted in paper form

- following the deadlines set in academic calendar to Study Department to the specialist of studies or by digitally signed application to the e-mail eritoetus@ttk.ee.
- 3.2. *Special allowance* may be applied exceptionally outside of the period considered for submitting applications if:
 - 3.2.1. *special allowance* Committee (hereinafter *Committee*) has transferred funds to reserve from *special allowance* fund;
 - 3.2.2. meets the requirements set in 2.1.1.-2.1.3. and 2.2. current document;
 - 3.2.3. student's family member (members) has suddenly lost their job or there is a sudden connection with no work ability permanently 80-100%, which reduces the average income of the applicant and their family members the month prior to applying to the level under the maximum average income calculated for the receipt of need-based study allowance.
 - 3.3. Students are obliged to submit following documents in addition to application to apply for special allowance (see Appendix 1):
 - 3.3.1. documentation provided by Estonian Tax and Customs Board including information about the income of the student and their family members;
 - 3.3.2. certificate to prove unemployment registration by the student and/or their family member(s) from the Estonian Unemployment Insurance Fund (if necessary);
 - 3.3.3. certificate to prove permanent loss of work capacity 80-100% of the student or their family member(s) from the Social Insurance Board (if necessary);
 - 3.3.4. a document (documents) proving that the parent living separately from the student provides no financial support to the student (in case of p. 2.2.)
 - 3.3.5. a certificate proving that adult siblings of the students (up to 24 years) are studying (educational institution);
 - 3.3.6. documents proving if a student has been referred to substitute home service or foster care until he or she attained the age of majority or a guardian has been appointed for the student until attainment of the age of majority (if necessary);
 - 3.3.7. additional documents if necessary.
 - 3.4. *The College* has the right to verify the correctness of documents and information submitted or to present the documents and information for inspection to competent authorities and persons.
 - 3.5. *The College* has the right to inspect the negative decision for the need-based allowance in EHIS and with the permission from the Ministry of the Interior the composition of applicant's family members from the database of the population register.
 - 3.6. A student who is on academic leave does not have the right to receive a *special allowance*.
 - 3.7. A student does not have the right to receive a *special allowance* during the time he or she receives a study allowance from the government of a foreign country, an international or inter-governmental organisation or a representation of a co-operation programme.
 - 3.8. A student does not have the right to receive a need-based allowance and special allowance at the same time.
 - 3.9. An applicant is responsible for submitting the documents correctly and on time. Special allowance is not granted in case incorrect documents were submitted.

4. Grant of special allowance

- 4.1. *Special allowance* is paid by *the College* in case the College has received *special allowance* funding provided by the State.
- 4.2. Bases to calculate *special allowance* fund and its volume is agreed in the contract between *the College* and the Ministry of Education and Research.

- 4.3. Volume of reserve and distribution of the funds of College's *special allowance* is decided by the *Committee*.
- 4.4. *Special allowance* is granted and paid to the student during the nominal length of their studies based on the curriculum in the *College*.
- 4.5. Monetary value of *special allowance* is set in the state budget annually.
- 4.6. Granting special allowance is decided by the *Committee* that compiles the ranking list based on average income submitted by the applicants.
- 4.7. To calculate the student's average income the sum of incomes is divided by twelve, after that it is divided by the number of his or her family members.
- 4.8. In case of equal income, the student is preferred if:
 - 4.8.1. he/she or their family members were registered as unemployed;
 - 4.8.2. he/she or their family members have permanently lost their work capacity of 80-100%.
- 4.9. *The Committee* approves *special allowance* ranking list and suggests the Rector granting *special allowance* retrospectively from the beginning of the term.

5. Payment of special allowance

- 5.1. Recipients of *special allowance* are confirmed by the order of the *College's* Rector by October the 10th the latest in autumn term and by March the 10th the latest in spring term. The student applied for *special allowance* will be notified of Rector's order in TAHVEL.
- 5.2. *Special allowance* is paid monthly for that month the student that has met the requirements set in 2.1. of this document. The amount is limited by the special allowance monetary means in the fund provided to the *College* for corresponding academic year.
- 5.3. *Special allowance* granted exceptionally is paid since the month it was applied for.
- 5.4. Educational institution may pay *special allowance* for September in October same year, and for February in March same year.
- 5.5. *The College* terminates the payments for *special allowance*, and may grant it to the next student in the ranking list confirmed by the *Committee* (for the months left this term) in any of the following cases:
 - 5.5.1. if the student begins their academic leave;
 - 5.5.2. if the student violates the obligations of a student and has received a reprimand for their behaviour;
 - 5.5.3. if the student is exmatriculated from the *College*.
- 5.6. Payment of special allowance is terminated beginning the following month of either beginning of student's academic leave, exmatriculation, or the end of nominal period of studies.
- 5.7. Financial unit organises calculation and payments of *special allowance*.

6. Implementing provisions

- 6.1. *The Committee* to award *special allowance* is formed for one calendar year by the Rector's order.
- 6.2. Requirements and procedure for application, granting and payment of *special allowance* is changed when needed.
- 6.3. Following these requirements and procedures is compulsory to all structural units and the membership.
- 6.4. Issues unregulated in this document are decided by Vice Rector of Academic Affairs and Director of Finance and Administration.
- 6.5. The document is administered by the Study Department.

Need-based special allowance application No

I would like to apply for need-based special allowance from..... (month)
.....academic year.

The students can apply for need-based special allowance if they meet the set requirements (see p 2.1 of the document).

NB! You have to add documents proving your income and the income of your family members

Personal data	
First name:	Surname:
National identification number:	Study group:
Bank account number:	
Account owner's name:	
Conditions worsening your financial situation <i>mark the appropriate box with the tick and add valid documents proving the condition</i>	
I am unemployed and/or my family member(s) is unemployed.	<input type="checkbox"/>
I or my family member(s) were set permanent incapacity rate for work 80-100%	<input type="checkbox"/>
I am from a single parent family and the parent living separately provides no financial help	<input type="checkbox"/>
Voluntary comments to apply for special allowance	
I hereby confirm that all data are correct. I shall immediately inform you in case of any changes in data.	
Date	Signature

provided by the Estonian Tax and Customs Board. You will find the family members whose documentation need to be submitted from the need-based allowance application in riigiportaal (state portal), they are considered when calculating the average income. If one of the pa provides no financial support, the student must add the documentation proving it to application.