**Accessibility and inclusion grant**

**Erasmus+ higher education**

**APPLICATION FOR ADDITIONAL SUPPORT FOR STUDENTS OR HIGHER EDUCATION INSTITUTION STAFF MEMBERS WITH SPECIAL NEEDS OR FEWER OPPORTUNITIES PARTICIPATING IN AN Erasmus+ mobility period**

Erasmus+ programme supports the accessibility and inclusion of mobility periods and the participation of persons with special needs or fewer opportunities. **Persons whose participation in a mobility period would not be possible without additional financial support because of their state of physical or mental health or other individual situation** are entitled to receive an accessibility or inclusion grant. Additional support may be granted to both students and higher education institution staff. It is also available for company employees who are invited to participate in an Erasmus + teacher mobility.

Accessibility and inclusion grants can be granted if the person going on a mobility has a disability, illness or similar or individual situation that results in **significant additional costs during a period spent abroad and if the additional costs cannot be recovered from any other source**.

A higher education institution can apply to the national Erasmus+ agency for separate accessibility grant using this form. The application has two sections: a **covering section** completed by a representative of the higher education institution, and the **actual application** to be completed by the mobility participant. Should they wish, the mobility participant may submit their section to the higher education institution in a sealed envelope, in which case it will also be attached to the covering section unopened, or through a secure email directly to the National Agency. The application for accessibility or inclusion support is always submitted to the national agency by the higher education institution, not by an individual participant in a mobility period. Those processing applications for accessibility or inclusion support should bear in mind that the applications contain data classified as confidential and thus require appropriate handling.

**Applications can be submitted at any time**, but they should be submitted several months before the start of the mobility period to guarantee that the exchange can go ahead. The national agency makes decisions on granting additional support on a case-by-case basis. The support is granted to the higher education institution, which will remit it to the person going on an exchange period. Please note that the grant is not intended to cover all costs incurred during the mobility period.

The accessibility or inclusion support granted by the national agency should be reported in connection with the final report of the higher education institution/consortium. **Accessibility support is granted on the basis of an initial cost estimate, and the grant amount will be adjusted after the mobility period to correspond to the actual costs.** The beneficiary of accessibility support must submit the receipts related to using the support to their home institution, and the institution will report the actual costs to the national agency. Any accessibility grant paid in excess will be recovered after the mobility period.

**APPLICATION FORM COVERING SECTION** (to be completed by a representative of the higher education institution)

**Please return the application with attachments to the Erasmus+ National Agency**

by a secured email to: erasmus.korkeakoulutus@oph.fi

Paper applications can be sent to the address:

Finnish National Agency for Education / ERASMUS+ for higher education

P.O. Box 380, 00531 Helsinki

|  |
| --- |
| **HIGHER EDUCATION INSTITUTION REPRESENTATIVE**  |
| Higher education institution |  |
| Last name |  |
| First name |  |
| Position |  |
| Date |  |
| Signature*[on behalf of the higher education institution]**I affirm that the information I have given in my application is correct.* |  |

|  |
| --- |
| **Information on the Erasmus+ mobility period** (to be completed by the higher education institution representative) |
| Agreement/project number |  |
| Type of mobility:[ ]  Short-term student mobility [ ]  Short-term traineeship mobility[ ]  Long-term student mobility [ ]  Long-term traineeship mobility[ ]  Teacher mobility [ ]  Staff mobility |
| Destination country |  |
| Host institution / organisation |  |
| Erasmus code of the host institution  |  |
| Dates of the exchange |  |
| Exchange duration (months/days) |  |
| Erasmus + grant given for the exchange |  |
| Other support granted by the home institution for the exchange |  |