**Accessibility grant (Please note! There is a different application form for Erasmus+ programme)**

**APPLICATION FOR ADDITIONAL FUNDING FOR STUDENTS OR HIGHER EDUCATION STAFF WITH SPECIAL NEEDS TO TAKE PART IN EXCHANGE**

The purpose of the accessibility grant is to facilitate participation of people with special needs in the different programmes administered by Finnish National Agency for Education (EDUFI). This means people who need additional funding to take part in the mobility period due to their physical or psychological health. Accessibility grants can be awarded to students, teachers and other staff members taking part in a mobility period or attending for example an intensive course or a network meeting.

Higher education institutions should find out about possible special needs of applicants already during the application stage. Sufficient time should be allowed for practical arrangements when special measures are needed, for example, for accommodation, mobility or studies in the host country. In these situations, it is best to start arrangements about 6 months before the start of the exchange in cooperation with the host higher education institution/organisation.

Additional funding can be awarded when:

* the person going on an exchange has a disability, illness etc. that will result in considerable extra costs during the exchange, and
* the extra costs cannot be covered by any other funding sources.

If the need for additional funding is not great, the higher education institution/network can award a higher grant to the person in question within the limits of the maximum grant allowed in the programme.

When the need for additional funding is higher or the higher education institution/network cannot cover the costs from their grant, it can apply to EDUFI for an additional accessibility grant using the attached application form. A representative from the higher education institution/network will fill in the application together with the applicant. **The details of the disability or illness of the applicant and its impact on the exchange arrangements must be described in the application form.** The application must also detail the costs of the exchange and give the amount of the grant awarded and details of any other possible financial support received. **A statement from a doctor or an equivalent document** describing the details of the disability or illness and its impact on the exchange **must be attached** to the application form. In addition, in case special arrangements are required from the hosting institution, the application should include **a confirmation from the host higher education institution/organisation that they have approved the applicant** and that they are committed to assisting in any necessary special arrangements needed to carry out the exchange.

**There is a rolling deadline for applications**, but it is highly recommended that you apply for the additional grant several months before the planned start of the exchange to make sure that the exchange can be carried out. EDUFI makes decisions about the additional grant on a case-by-case basis. The grant is awarded to the higher education institution who will forward it to the person going on the exchange. It must be noted that the aim of the grants is not to cover all expenses arising from exchanges.

You must report about the use of EDUFI 's accessibility grants to people with special needs along with the final report.

Helpful sources of information

Accessibility and International Student Mobility -

A Check List for Exchange Students and Higher Education Institutions:

<https://www.oph.fi/en/programmes/special-needs-and-inclusion-grant-higher-education-exchange-programmes>

Further information about support services available to people with disabilities in European higher education institutions is available in The Higher Education Accessibility Guide at

http://www.european-agency.org/news/launch-of-the-higher-education-accessibility-guide

**APPLICATION FOR ADDITIONAL FUNDING FOR STUDENTS OR HIGHER EDUCATION STAFF WITH SPECIAL NEEDS TO TAKE PART IN AN EXCHANGE**

**APPLICATION FORM CONFIDENTIAL**

**Application is to be sent to EDUFI at:**

EDUFI / The name of the programme

P. O. Box 380

00531 Helsinki

Finland

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| **REPRESENTATIVE OF THE HIGHER EDUCATION INSTITUTION (preferably international coordinator or coordinator of the network)** |
| Higher Education Institution |  |
| Network and contract number  |  |
| Surname |  |
| First name |  |
| Position |  |
| Date |  |
| Signature*[on behalf of the higher education institution]**I assure that the information given in this application form is correct.*  |  |

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| **PERSON GOING ON AN EXCHANGE (student, teacher or other staff member)** |
| Sending higher education institution |  |
| Surname |  |
| First name |  |
| Date of birth |  |
| Date |  |
| Signature*[the person going on an exchange]**I assure that the information given in this application form is correct.* |  |

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| **EXCHANGE (to be filled in by a representative of the higher education institution)** |
| Programme |
| [ ]  TFK programme[ ]  Asia programme[ ]  north2north programme |
| Type of exchange |
| [ ]  Student exchange [ ]  Work placement [ ]  Teacher exchange [ ]  Staff exchange[ ]  Intensive course/student [ ]  Intensive course/teacher[ ]  Other, please specify:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Host country |  |
| Host higher education institution/organisation |  |
| Dates of the exchange |  |
| Duration of the exchange (months/days) |  |
| Grant awarded for the exchange |  |
| Other support for the exchange by the higher education institution |  |
| Special arrangements agreed on with the host organisation *(confirmation of arrangements from the host organisation must be attached)* |

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| **JUSTIFICATION FOR ADDITIONAL GRANT (to be filled in by the person going on the exchange)** |
| Details of the disability, illness etc. and its impact on the exchange *(a statement from a doctor or an equivalent document must be attached)* |
| **Special arrangements needed (to be filled in when relevant):** |
| Need for an assistant (full-time/part-time) |
| Follow-up visits to a doctor, therapy etc. in the host country  |
| Need for special study material  |
| Accommodation and/or mobility |
| Other special needs  |

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| **A BUDGET FOR THE SPECIAL ARRANGEMENTS NEEDED DURING THE EXCHANGE**(You should only list additional costs due to your disability, illness etc., not regular travel and subsistence costs during your exchange.) |
| **Costs** (to be filled in when relevant) | Euros |
| Additional travel costs to the host country  |  |
| Additional travel costs in the host country |  |
| Additional accommodation costs |  |
| Assistant's salary (full-time/part-time) |  |
| Other expenses of an assistant  |  |
| Follow-up visits to a doctor, therapy etc. in the host country  |  |
| Special study material  |  |
| Other additional costs, what? |  |
| **Additional costs total**  |  **€** |
| **OTHER GRANTS AND SUPPORT TO COVER ADDITIONAL COSTS OF THE EXCHANGE NOT AWARDED BY THE HIGHER EDUCATION INSTITUTION** |
| The awarding body, type and amount of support | Euros |
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| **Grants and support total** |  **€** |
| **Additional grant requested**  |  **€** |