

DISCLAIMER: This translation of the original form is intended as assistance. For legal reasons only the forms in German language can be submitted.

Application for special support in connection with Covid-19 (Coronavirus)

Please read the form carefully and fill it out completely.

First and last name	
Date of birth	
Host institution/companies	
Planned duration of stay according to nomination/agreement	from to
Actual duration of stay	from to
Interruption time (if applicable)	from to
Extension <input type="checkbox"/> quarantine <input type="checkbox"/> (if applicable)	from to
File number (GZ; see contract)	

My stay is (Please tick the applicable box).

Suspended	<input type="checkbox"/>	Not started	<input type="checkbox"/>	interrupted, back to home country	<input type="checkbox"/>
Postponed	<input type="checkbox"/>	Other:			

Reason of cancellation, suspension, interruption, postponement

BMEIA issued a travel warning for the host country (security level 6) or the region (security level 5) of the host institution during the stay. The travel warning was not in force at the start of the stay, Document "Confirmation Travel Warning Cancellation".	
A travel warning issued by the BMEIA for the host country (security level 6) or the region (security level 5) of the host institution shortly before the start of the stay , Document "Confirmation travel warning non-initiation"	
Closure of the host institution, document "Proof of closure" Note: Switching to "virtual teaching" or "home office" does <u>not</u> count as a closure of the host institution	
Cancellation by the host institution, document "Proof of cancellation"	
Impossibility to carry out the stay as planned (e.g. ban on entry), attaching evidence	
Other reasons:	

List of my exceptional costs Please specify all costs in EURO

I have extraordinary costs yes <input type="checkbox"/> no <input type="checkbox"/>	
Return flight Economy on (date):	EUR
Return train.2 class on (date):	EUR
Return bus on (date):	EUR
Return to the host country (only in case of interruption)	EUR
Rent	EUR
Baggage recovery up to EUR 100,00	EUR
Total amount	EUR

I ask for reimbursement of the extraordinary costs incurred to me. This amount only includes costs incurred as a result of my aborted, suspended, postponed or interrupted Erasmus+ stay abroad.

I acknowledge that all mentioned documents including proof of payment and required documents are to be sent scanned together with the application form by e-mail to erasmus-corona@oead.at. I will keep all the payment confirmations for my cost statement, invoice documents as well as cancellation invoices or other proofs for the cancellation and cost reduction of my travel and accommodation.

The following documents are **not** accepted: Taxi costs to/from the airport, car rental costs, deposit, Wi-Fi, business class flight, 1st class train.

I take note of the fact that only costs which are to be attributed to the categories of the list mentioned above can be claimed.

The data provided in the form and on attached documents will be processed for the purpose of processing the request for reimbursement by OeAD-GmbH as controller within the meaning of the GDPR. Your data may also have to be disclosed or disclosed, in particular, to bodies and representatives of the Court of Auditors, the Federal Ministry of Education, Science and Research, the Federal Ministry of Finance and the European Union.

Further information on data processing and your rights can be found in the privacy policy of OeAD-GmbH at <http://www.oead.at/datenschutz> (particularly Sections 1 to 4 and 11).

The National Agency Erasmus+ Education reserves the right to randomly check the costs incurred and all supporting documents. I hereby confirm under penalty of law that the costs I have submitted to OeAD-GmbH:

- have arisen despite cancellation or non-use of the service in question,
- were actually paid by me, but were neither reimbursed nor reduced,
- have not been or will be submitted for reimbursement to other agency or insurance provider (travel cancellation insurance, travel cancellation insurance, credit card, ÖAMTC protection letter, etc.) in the event of a complete refund by the OeAD-GmbH.

If the above costs are refunded partly or entirely by other bodies/insurances, I undertake to return the reimbursement of the costs paid by OeAD-GmbH. I note that only one application with all required documents (attachments) can be submitted. I take note that any (partial) refund constitutes a voluntary service to which no legal entitlement exists.

Signature ____ Date/Place ____

Please send the following documents collected to erasmus-corona@oead.at:

- **Application for special support**
- **All receipts and proof of payment**
- **Necessary document** such as “Reconfirmation Travel Warning”, “Protection of closure/refusal” and “proof of impossibility of execution”

After the stay has been completed, **the original residence confirmation** must be submitted to the relevant Erasmus unit.