



## Application Allowance for lack of basic grant

### This form

If you studied while the student loan system was in place (September 2015 - August 2023) and did not receive a basic grant during this period, and you obtained your degree, you may be eligible for an allowance for lack of basic grant (tegemeetkoming gemiste basisbeurs). In some situations you will need to apply for this yourself. If you have trouble applying through Mijn DUO, you can use this form instead. Read the conditions in the explanatory information first.

### Send to

Send the fully completed form to:  
Dienst Uitvoering Onderwijs (DUO)  
Postbus 50061  
9702 DA Groningen

Or email the fully completed form to:  
documenten@duo.nl

### More information

[duo.nl/gemistebasisbeurs](https://duo.nl/gemistebasisbeurs)

## 1 Your details

1.1	Citizen Service Number (BSN)	<input type="text"/>
1.2	Surname (birth name)	<input type="text"/>
1.3	Official first name and other initials	<input type="text"/>
1.4	Date of birth	<input type="text"/>
1.5	Bank account number (IBAN)	<input type="text"/>
		<p>&gt; This may not be a savings account &gt; You may enter a non-Dutch bank account number here. Please include the relevant BIC for non-Dutch bank accounts.</p>
	BIC	<input type="text"/>
1.6	What is the name of the account holder?	<input type="text"/>
1.7	What is your address? Street and house number	<input type="text"/>
	Postcode and town/city	<input type="text"/>
	Country	<input type="text"/>
1.8	Telephone number*	<input type="text"/>
1.9	Email address *	<input type="text"/>

## 2 Your degree programme

- 2.1 What is the name of the degree programme for which you want to apply for the allowance for lack of basic grant?  University of applied sciences (HBO) or research university in the Netherlands > *Go to question 4*  
 University of applied sciences (HBO) or research university in a country other than the Netherlands
- 2.2 Did you receive any official financial assistance from the authorities in a country other than the Netherlands?  Yes > *You are not eligible for this allowance*  
 No
- 2.3 In which country did you follow this programme? \_\_\_\_\_
- 2.4 How were you enrolled?  Full-time  
 Dual  
 If you took your programme on a part-time basis, you are not eligible for this allowance.
- 2.5 What is the name and address of the higher education institution?  
 Street and house number \_\_\_\_\_  
 Postcode and town/city \_\_\_\_\_  
 Country \_\_\_\_\_
- 2.6 What is the name of the degree programme? \_\_\_\_\_
- 2.7 What type of education were you enrolled in? Please also enter your student enrolment start and end dates.
- |   |                      |                    |
|---|----------------------|--------------------|
| <input type="checkbox"/> Bachelor programme | Enrolment start date | Enrolment end date |
| <input type="checkbox"/> Master's programme | Enrolment start date | Enrolment end date |
| <input type="checkbox"/> Associate degree   | Enrolment start date | Enrolment end date |
| <input type="checkbox"/> Graduate Master's  | Enrolment start date | Enrolment end date |
- 2.8 Did you follow any other degree programme outside the Netherlands for which you want to apply for an allowance?  Yes > *Go to question 2.9*  
 No > *Go to question 3*
- 2.9 Did you receive any official financial assistance from the authorities in a country other than the Netherlands?  Yes > *You are not eligible for this allowance*  
 No
- 2.10 In which country did you follow this programme? \_\_\_\_\_
- 2.11 How were you enrolled?  Full-time  
 Dual  
 If you took your programme on a part-time basis, you are not eligible for this allowance.
- 2.12 What is the name and address of the higher education institution?  
 Street and house number \_\_\_\_\_  
 Postcode and town/city \_\_\_\_\_  
 Country \_\_\_\_\_
- 2.13 What is the name of the degree programme? \_\_\_\_\_

### DUO and your data

Your data will be recorded in DUO's systems for the purpose of processing this application. DUO uses and protects your personal data carefully to fulfil its statutory duties and in accordance with the relevant requirements of privacy legislation. You can find more information about how DUO processes your personal data at [duo.nl](http://duo.nl).

\*We only use this data if we have further questions concerning your application.

# Application

**Allowance for lack of basic grant**  
 Dienst Uitvoering Onderwijs  
 Ministerie van Onderwijs, Cultuur en Wetenschap

2.14 What type of education were you enrolled in? Please also enter your student enrolment start and end dates.

<input type="checkbox"/> Bachelor programme	Enrolment start date	Enrolment end date
<input type="checkbox"/> Master's programme	Enrolment start date	Enrolment end date
<input type="checkbox"/> Associate degree	Enrolment start date	Enrolment end date
<input type="checkbox"/> Graduate Master's	Enrolment start date	Enrolment end date

## 3

### Your diploma

3.1 For which programme did you obtain your degree? (Enter a second degree programme, where applicable).

Name of degree programme 1

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Name of degree programme 2

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3.2 For what type of education did you obtain your diploma? Please provide a certified copy of your diploma. See the explanatory information.

<input type="checkbox"/> Bachelor programme	Date diploma programme 1 obtained	Date diploma programme 2 obtained
<input type="checkbox"/> Master's programme	Date diploma programme 1 obtained	Date diploma programme 2 obtained
<input type="checkbox"/> Associate degree	Date diploma programme 1 obtained	Date diploma programme 2 obtained

## 4

### Signature and authorisation

I declare that I have completed this form truthfully and in full. I declare that I authorise the Dienst Uitvoering Onderwijs (DUO) to request information about my enrolment at the educational institution where I am applying for this allowance, and to use such information for verification purposes.

Day      Month      Year

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Signature

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## Explanatory information

### Application Allowance for lack of basic grant

#### General

If you studied for 12 months or more at a higher education institution (university of applied sciences (HBO) or research university) while the student loan system was in place (September 2015 - August 2023), you did not receive a basic grant during that period. Students will receive an allowance for this: the 'allowance for lack of basic grant'. The allowance will be offset against your debt, which will reduce the debt. Don't you have any debt? Or is the allowance higher than your debt? Then you will receive the (remaining) allowance.

#### Conditions

- You were entitled to student finance, but not eligible for a basic grant.
- You were entitled to student finance for at least 12 months of the official duration of your official programme. Whether or not you applied for student finance is irrelevant.
- You obtained, or will obtain, your degree within the applicable diploma period.
- The degree you obtained, or will obtain, is for a recognised Bachelor's programme, Master's programme or associate degree.

#### Usually no need to apply

If you received student finance for your studies and you meet the conditions, the allowance will be granted to you automatically upon obtaining your diploma. If you did not receive student finance, you must apply for the allowance yourself. In circumstances where we are unable to grant part of the allowance automatically, you will need to apply for that part of the allowance yourself. DUO will notify you by letter if this applies to you.

#### Re: 1.5 Your bank account number

You need to complete this question only if your bank account number is not already known. If you are still receiving student finance or lifelong learning credit, and you enter a new account number here, the upcoming payments will be made to this new account number.

#### Re: 2.1 Your degree programme

If you followed a study programme in the Netherlands, we will automatically receive the details from your programme. You can therefore skip the remaining parts of questions 2 and 3.

#### Re: 3.2 Supporting documents

Please provide a certified copy of your diploma. A certified copy means a copy signed and stamped by your education institution. We may need other supporting documents.