

# Guidelines for the awarding of loans



The Studentische Darlehnskasse e.V. grants graduate loans to entitled higher education students in order to finance their studies.

**Attention:** This leaflet serves as a first information. Please note that the application forms and the contract of loan will be issued in German language only. English copies cannot be provided. The German terms and conditions apply.

## 1. Basics

The loan will only be granted to students who are enrolled at a university which is a member of the Studentische Darlehnskasse e.V. Requirements for an approval of the loan are that the student is economically needy.

Currently the following universities are members of the Studentische Darlehnskasse e.V.: Alice-Solomon-Hochschule Berlin, Berliner Hochschule für Technik Hochschule für Technik Berlin, bbw Hoch-schule, Berlin International University of Applied Sciences, Charité Universitätsmedizin Berlin, Epitech Hochschule Berlin, Evangelische Hochschule Berlin, ESCP Europe, Freie Universität Berlin, Hertie School of Governance, Hochschule für Medien, Kommunikation und Wirtschaft, International Psychoanalytic University Berlin, Psychologische Hochschule Berlin, Sigmund Freud Privatuniversität, SRH Berlin School of Management and of Technology, SRH Berlin School of Popular Arts, SRH Berlin School of Design and Communication, SRH Campus Hamburg, Technische Universität Berlin, Universität der Künste Berlin, Universität Potsdam und Weißensee Kunsthochschule Berlin.

There exists no legal entitlement to receive the loan.

## 2. Enrollment

The Studentische Darlehnskasse e.V. requires the submission of a valid certificate of enrollment in the sponsored study program twice a year. This must be submitted by 30.04. for the summer semester and by 31.10. for the winter semester. The certificate of enrollment can be submitted by mail or e-mail by the respective deadline.

## 3. Amount & duration of the loan

The amount of the loan depends on the individual study expenditures and living costs.

The loans granted to a student may not exceed a total amount of EUR 27,000. Loans are granted staggered for a maximum of EUR 9,000 per application; subsequent applications are possible.

The maximum amount per month is EUR 750. Loans can also be granted for necessary purchases related to the studies. They are disbursed as a one-time special payment. The special payment may not exceed an amount of EUR 1,500 and must be evidenced by an invoice voucher or receipt.

The loan is paid out for 36 months maximum. The loan can also be splitted in order to receive financial support for a bachelor's and a master's degree. In those cases, the monthly payments can be distributed within 48 months.

## 4. Directly-liable guaranty

To secure the loan it is necessary to hand in directly-liable guaranties of suitable guarantors or a bank guaranty. Loans with a total sum up to EUR 9.000 require one directly-enforceable guaranty. Loans with a total sum above EUR 9.000 require two directly-enforceable guaranties.

If a bank guaranty is handed in, no second guaranty is necessary. However, the bank guaranty needs to be issued 20 % higher than the total amount applied for and for an unlimited period.

Suitable guarantors are legally competent and not older than 60 years at the time of loan application. Furthermore, the following must apply: German citizens and EU citizens need to have their permanent address in the Federal Republic of Germany. Non-EU citizen need to have a German permanent residence permit (issued for an unlimited period) and their permanent address in the Federal Republic of Germany. Guarantors must have a regular net income of 1.350 EUR per month minimum at their disposal. Please hand in necessary evidences at the request of the Studentische Darlehnskasse e.V.

Guarantors who are self-employed hand in a copy of the current notice of income tax assessment.

Guaranties from pensioners, spouses of applicants, debtors of the Studentische Darlehnskasse e.V. and guarantors of Studentische Darlehnskasse e.V. are not accepted. The guaranty must be issued on our form provided (except for bank guaranties). The signature of the guarantor on the form must be certified by a public institution carrying an official seal or by an employee of the Studentische Darlehnskasse e.V. A copy of the identity card or passport plus proof of residency must be handed in with the guaranty.

## 5. Loan duration and repayment plan

The term of the loan is a maximum of 12 years if the loan is granted for up to 36 months. It begins with the disbursement of the first loan installment.

The loan is repayable to the Studentische Darlehnskasse e.V. on the due date. The monthly repayment rate for loans up to a total amount of 9,000 EUR is 125 EUR, for loans from 9,001 EUR to 18,000 EUR 150 EUR, for loans from 18,001 EUR 175 EUR.

After each 12-month period, this amount is increased by 25 EUR. The first installment is due six months after the end of the period for which the loan has been approved (repayment due date). If further loans are granted, the terms of repayment will depend on the terms of the last loan granted and the total amount of the loan. Repayment is made by direct debit. Early repayments are possible at any time and in any amount.

Repayments received will give priority to the repayment of costs incurred (reminder fees, etc.) and subsequently to the repayment of interest due. At the latest 13 years after disbursement of the first loan installment, the loan must be repaid to Studentische Darlehnskasse e.V. with all interest, fees and expenses.

## 6. Interest rates

The loan is free of charge. The loan amount is disbursed in full. The student loan itself has a fixed interest rate. The loan bears interest at 1.95% p.a. during the first year, 2.95% p.a. during the following three years, and 3.95% p.a. beginning in the fifth year.

Interest is calculated monthly based on movements in the loan account and added to the loan debt. For information purposes, borrowers are sent an annual statement of movements. Interest on the student loan begins with the disbursement of the first loan installment.

## 7. Application

The loan can be applied for at the Studentische Darlehnskasse e.V., Englerallee 21, 14195 Berlin using the forms provided.

The following documents need to be submitted:

- application form (fully filled in and signed)
- guaranties (see 4.)
- quotations / cost estimations regarding eventual extra lump sum payment

We advise to hand in the application during office hours or by post.

## 8. Approval & disbursement of the loan

The board of the Studentische Darlehnskasse e.V. is deciding on loan application. The decision will be communicated in writing. A contract of loan will be concluded upon approval. Loan disbursement (payout of the instalments) is starting after signing the contract of loan.

## 9. Miscellaneous

The loan applicant needs to declare his agreement to the storage and confidential usage of his personal data. The Studentische Darlehnskasse e.V. will not inform the „Schufa“ or comparable institutes upon loan approval.

## 10. Inception

These policies will enter into force on 01. January 2023.