

GUIDELINES FOR SCHOLARSHIPS FOR STUDENTS WITH SPECIAL NEEDS

The purpose of these guidelines is to establish the procedure and conditions for the payment of scholarship for students with special needs (hereinafter the Scholarship) pursuant to the regulation of the Minister of Education and Research nr 37 “Types, amounts, and general conditions and procedure for the award of national student scholarships”.

PURPOSE, SCOPE, RESPONSIBILITY

The awarding of scholarships for students with special needs is organised by the Education and Youth Board (the Board).

Upon application of these guidelines, the personal data submitted to the Board shall be processed in accordance with the Boards requirements for the processing and protection of personal data.

PURPOSE OF THE SCHOLARSHIP

1. The purpose of the scholarship for students with special needs (hereinafter the Scholarship) is to support students with special needs in acquiring higher education.
2. The Scholarship supports students who have been assigned a degree of disability due to the loss or abnormality of their anatomical, physiological, or psychic structure or function.

PRINCIPLES FOR GRANTING SCHOLARSHIP AND AMOUNT OF SCHOLARSHIP

3. A student with special needs can be awarded the Scholarship once a year for up to ten months of study for the nominal duration of the curriculum, but no longer than one year after the end of the student`s nominal study period, except for part-time students who may be awarded the Scholarship for twice the nominal duration of the curriculum.
4. The amount of the Scholarship for students with special needs is:
 - 1) EUR 510/month for a student with a hearing loss which corresponds to a profound or severe disability;
 - 2) EUR 148/month for a student with a mobility or visual impairment which corresponds to a profound or severe disability,
 - 3) EUR 80/month for a student with a profound or severe disability other than those mentioned in sub-clauses 1) and 2);
 - 4) EUR 325/month for a student with a hearing disability which corresponds to a moderate disability;
 - 5) EUR 68/month for a student with a mobility or visual impairment which corresponds to a moderate disability,
 - 6) EUR 60/month for a student with a moderate disability other than those mentioned in sub-clauses 4) and 5);
5. The Scholarship is awarded and paid as follows:
 - 1) for a full-time student, in accordance with the monthly rates set out in clause 4;

- 2) the amount of the Scholarship for a student with special needs on academic leave or part-time study is differentiated based on the volume of the curriculum to be completed. The amount of the Scholarship depends on the subject registrations made at the beginning of the semester and from the scholarship rate corresponding to the severity of the student's disability (point 4). The value of one credit rate is set out in clause 18. The amount of the scholarship may not exceed the rate of full-time students.
- 3) at the end of the nominal study period of a full-time student, the amount of the scholarship is differentiated based on the credits missing from the amount of the established curriculum.
- 4) the amount of the Scholarship is calculated based on the severity and type of disability specified in the decision of the Social Insurance Board.

APPLICATION FOR SCHOLARSHIP

6. Students in professional higher education, Bachelor's study, Master's study, integrated Bachelor's and Master's study, and Doctoral study are eligible to apply for the Scholarship if they meet the following conditions:
 - 1) the student is an Estonian citizen or staying in Estonia on the basis of a long-term residence or temporary residence permit or a permanent or temporary right of residence or a visa or on a visa-free basis if visa waiver agreement has been concluded with a foreign country or the visa requirement has been waived for foreign nationals, and they have applied for a temporary residence permit for study purposes;
 - 2) they are studying full-time or part-time (including those on academic leave who attend study);
 - 3) they have special needs;
 - 4) A doctoral student can apply for scholarship for students with special needs if student meets the conditions stated in points 6.1 and 6.3. Scholarship is awarded to a doctoral student for up to ten months per academic year.
7. If the student meets the conditions of the scholarship for a student with special needs, the scholarship of speciality, outcome, the doctoral scholarship, and/or the scholarship for a student who has been in substitute care or a student who has lived in a foster family, they are eligible for several Scholarships at a time.
8. The student is eligible to apply for the Scholarship from the first semester of their matriculation year. The Scholarship can be applied for 10 months per academic year (September to June). Scholarships are not paid for July and August.
9. The student can apply for the Scholarship once per academic year.
10. If the student is enrolled in several higher education institutions and/or multiple curricula, they will receive the Scholarship for one curriculum. The curriculum choice is made by the student upon applications round. After submitting application or receiving a scholarship student have to inform Education and Youth Board concerning changes of the higher education institution.
11. Deadlines for applying for the Scholarship are 20th of September (applying for the full academic year) and 21st of February (applying for the spring semester).
 - 11.1. If the student applies in the September application round, they will no longer be able to apply in the February application round, even if the Scholarship submitted for in the September application round is paid for less than 10 months.

- 11.2. If the application is submitted in the February application round, the Scholarship will be awarded up to the end of the current academic year (up to 5 months).
12. To apply for the Scholarship, the student must submit the following documents in the electronic environment <https://toetused.kul.ee/>:
- 1) a formal application;
 - 2) a statement of registration to subjects for students on academic leave or in part-time study;
 - 3) for students studying in an additional year (i.e. one year after the end of the student's nominal study period), an extract from the volume of the completed curriculum and a certificate of registered subjects missing from the completion of the curriculum.
13. The electronic application environment is opened one month before the application deadline.
14. The application must be submitted no later than the date announced as the deadline marked in point 11.
15. The Board verifies the applicant's eligibility for the Scholarship and informs the applicant of the eligibility of the application.
16. The Board has the right to make inquiries to the higher education institution, the Social Insurance Board, and the Estonian Education Information System about the data provided in the Scholarship application.

AWARD AND PAYMENT OF SCHOLARSHIP

17. The Board general director shall make a decision on granting or refusing to grant the Scholarship not later than one month after the deadline for the application round. The student shall be notified of the decision in writing within five working days after the date of the decision.
18. The Board pays the designated Scholarship to the bank account specified in the student's application as follows:
- 1) a full-time student is paid the Scholarship on the 10th day of the calendar month. The Scholarship is paid for the previous month, if the award decision is made after the 10th date, the September Scholarship is paid by the 10th of October, etc.;
 - 2) the Scholarship is paid to a part-time student or to a student completing the curriculum on academic leave in accordance with the registrations of the subjects at the beginning of the semester by the deadlines specified in clause 18.1. If the student has been awarded the Scholarship for the entire academic year, they shall submit to the Board a statement of the registration of subjects before the beginning of the second semester. Scholarships are determined in accordance with the following table:

Basis of the Scholarship rate	Monthly scholarship rate for full-time study (Euro)	1 ECTS rate for part-time study or academic leave (Euro)	
1) a hearing loss which corresponds to a profound or severe disability;	510.00	85.00	
2) a mobility or visual impairment which corresponds to a profound or severe disability;	148.00	24.67	

3) a profound or severe disability other than those mentioned in sub-clauses 1) and 2);	80.00	13.33	
4) a hearing loss which corresponds to a moderate disability;	325.00	54.17	
5) a mobility or visual impairment which corresponds to a moderate disability;	68.00	11.33	
6) a moderate disability other than those mentioned in sub-clauses 4) and 5).	60.00	10.00	

3) in the case of an abnormality of hearing function corresponding to the degree of severity of deep, severe, or moderate disability, the scholarship holder is entitled to receive a stipend for 10 academic months in two payments (separately for the fall and spring semesters) during the academic year. The scholarship for the fall semester is paid during October. The scholarship for the spring semester is paid during March.

19. The Scholarship payment will be terminated from the next full month following the date when the student's non-compliance with the conditions for applying for the Scholarship is determined. In the case of non-compliance resulting from part-time or academic leave, the Scholarship shall be differentiated, where appropriate, from the following full month.
20. The Board has the right to make inquiries from the Estonian Education Information System and the National Social Insurance Board about the data provided in the Scholarship application before paying the scholarship.

OBLIGATIONS OF THE GRANTEE OF THE SCHOLARSHIP

21. The grantee of the Scholarship for a student with special needs is required to notify the Board of any changes in their participation in study within three (3) working days. Obligation to inform the Board in by any means which leaves a written record if:
- 1) their study load changes;
 - 2) they are exmatriculated;
 - 3) they go on academic leave;
 - 4) or there is another reason, not mentioned above, that hinders their studies.
22. The Board has the right to reclaim the overpaid Scholarship from the student. The head of the internationalization department makes the decision on reclaiming overpaid Scholarship.

DOCUMENTATION

23. The Board shall keep the documents and data related to the Scholarship in accordance with the internal Information Management Regulations of the Board.