

### **Procedure for allocation and disbursement of administrative months per organization**

- **For organizations with several board changes or commissions per academic year the governing board submits an overview (format 1) of the allocation of granted FOS- months to the (sub)boards and commissions at the latest together with the first individual applications referring to these months.**
- **Shortly before the change of a board or commission, the organization prepares a declaration (format 2) with the allocation of months to individual resigning members of the relevant board or commission.**
- **Resigning members of the relevant board or commission fill in the individual applications for FOS disbursement and submit them via the organization.** There are different application forms for students with and without Dutch study financing.
- **Within one month after the change of board or commission the organization submits the declaration of allocation of months to resigning board members (format 2) to [secretary.ssc@wur.nl](mailto:secretary.ssc@wur.nl).**
- **A corresponding paper copy is sent together with all individual applications and possible appendices to the secretariat of the Student Service Centre, PO Box 414, 6700 AK Wageningen (or via the student desk).** If the e-mail copy is not sent from the official WUR-account of the organization, then a signature of the president or secretary is required on the printed copy.

### **Tips and recommendations**

- Always use the most recent updates of the forms and formats from the website [www.wageningenuniversiteit.nl/UK/education/studentinformation/forms...](http://www.wageningenuniversiteit.nl/UK/education/studentinformation/forms...)
- Administrative months available for a specific academic year should be allocated to boards, commissions and persons that are mainly active in that academic year. Administrative activities should not be debited to months that are not granted yet.
- A FOS-grant is a personal compensation. The number of months allocated to a board member corresponds to the workload of the administrative task as laid-out in the application to the Executive Board, and to the duration. In case of major incidental changes, please contact a dean for students. The minimum is 1 month per person. The amount can be rounded off to 1 decimal.
- If governing board members with 12 FOS months choose to have monthly disbursement during the administrative period, then the organization can submit these names with their application forms in the same manner at the beginning of the administrative period.
- Student governors who serve for several consecutive years within one board, should submit an application via the organization for each academic year. There is a maximum amount of FOS per individual over the entire study at Wageningen University.

### **Further information and advice**

Information about the status of applications can be obtained via [secretary.ssc@wur.nl](mailto:secretary.ssc@wur.nl)  
For further information on the FOS-regulations see the Student Charter Appendix VI or contact the deans for students: 0317-483618 / [studentendecaan@wur.nl](mailto:studentendecaan@wur.nl).  
You can also make an appointment for advice via 0317-483618 or via the student desk.

### **Formats 1 and 2 for allocation of FOS-months by organizations: see below**

**Format 1 : Allocation of FOS months over governing boards / commissions**

<b>Organisation:</b> <i>WSES Wageningse Stud. Example Society</i>		
<b>Academic year to which the FOS-months refer:</b> ( yyyy / yyyy) <i>2008-2009</i>		
<b>Name of board / commission</b>	<b>Period (mm-yy to mm-yy)</b>	<b>Number of months</b>
<i>WSES board resigning jan 09</i>	<i>sept 2008-jan 2009</i>	<i>12</i>
<i>WSES introduction committee</i>	<i>May 2009-sept 2009</i>	<i>4</i>
<i>WSES board resigning sept 09</i>	<i>Jan 2009-sept 2009</i>	<i>8</i>
<b>Total for the organisation:</b>		<i>24</i>

**Signed by:**

**Function:**

**Place:**

**Date:**

**Signature:**

***Format 1 is only required for organizations with several non-synchronous (sub-) boards, commissions or administrative cohorts per academic year. If all available months can be allocated to persons at once via format 2, then format 1 can be skipped.***

***This form must be filled in and signed by a member of the governing board and sent to the Student Service Centre; PO Box 414, 6700 AK Wageningen, or sent from the official WUR-account of the organization to [secretary.ssc@wur.nl](mailto:secretary.ssc@wur.nl).***

**Format 2. for allocation of months to members of a governing board or commission who apply at the same time.**

***This form must be filled in digitally (remove examples), and sent as e-mail-attachment to [secretary.ssc@wur.nl](mailto:secretary.ssc@wur.nl) ;***

***Also send a print, together with all relevant individual FOS-applications, to the secretariat of the Student Service Centre, PO Box 414, 6700 AK Wageningen***

<b>Name of organisation</b>	<b><i>WSES Wageningse Stud. Example Society</i></b>
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<b>Acad. yr<sup>1</sup></b> <i>yyyy – yyyy</i>	<b>Organisation/commission<sup>1</sup></b>	<b>Name student</b> <i>mr/mrs, Initials, prefix, Surname</i>	<b>e-mail address<sup>2</sup></b>	<b>Registratienr.</b> <i>yymmdd-xxx-xxx</i>	<b>Bankaccount.nr.<sup>3</sup> /</b> <i>town of residence<sup>4</sup></i>	<b>Mnth<sup>5</sup></b>
<i>2008-2009</i>	<i>WSES board resign. Jan09</i>	<i>Mr. F. Instance</i>	<i>for.instance@wur.nl</i>	<i>840321-398-010</i>	<i>312645367</i>	<i>6</i>
<i>2008-2009</i>	<i>WSES board resign. Jan09</i>	<i>Mrs. X. Ample</i>	<i>Xanthi.Ample@wur.nl</i>	<i>891-23-873-110</i>	<i>874526 wageningen</i>	<i>2.5</i>
<i>2008-2009</i>	<i>WSES board resign. Jan09</i>	<i>Mr. P. Severanz</i>	<i>per.severanz@gmail.com</i>	<i>781225-880-030</i>	<i>153434678</i>	<i>2.5</i>
<b>Total for commission or organisation :</b>						<b><i>12</i></b>

1) please fill in for each applicant (academic year of the allocated months; short name of organisation, name of sub-board/ committee or cohort)

2) preferably WUR-account and if possible text without hyperlink

3) in case of a foreign bank account, enclose a separate payment form of SSC (student desk) as annex of the individual application, and mention 'see annex'.

4) town of residence is only required for Postbank/postgiro accounts.

5) allocated administrative months (rounded to one decimal place); minimum 1 month per person.

**Signed by:**

**Function:**

**Place:**

**Date:**

**Signature:**