

## **Leaflet on subsidising baby and childcare costs**

update: 10/2022

Our offer to subsidise baby and childcare costs is aimed at students and doctoral candidates at the HFBK. Enrolment is a prerequisite.

A subsidy of up to € 200.00 per semester can be applied for per family for the child/children named in the application, and up to € 300.00 for students in their final semester.

The subsidy can be granted to bridge care bottlenecks outside the regular care times of day-care centres and childminders in the following cases:

- Attendance of courses - **variant A**  
(Proof required, e.g. informal confirmation by teacher)
- Closing/holiday times of regular supervision - **variant B**
- Exam dates - **variant C**  
(Proof required, e.g. informal confirmation from teacher or Students Office)
- Completion of additional coursework, e.g. additional individual corrections/exhibition preparations - **variant D**  
(Proof required, e.g. informal confirmation by teacher)

In case of illness of the child/children, the allowance can also be claimed during regular childcare hours - **variant E**.

### **contact:**

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## **Processing of the application:**

1. The **application** for a subsidy for baby and child care costs is for a
  - **summer semester by 30.04. of the year.** and for a
  - **winter semester by 30.10. of the year.**

to be submitted.

The application must be submitted anew for each semester.

2. After receipt of your application, you will receive a written confirmation of the basic granting of a subsidy for the respective semester by e-mail.

3. **Invoicing** takes place at the end of each semester for all costs incurred in the previous semester. The time sheet for the childcare costs incurred in the respective semester is to be submitted for one semester.

- **summer semester by 30.04. of the year.** and for a
  - **winter semester by 30.10. of the year.**
- to be submitted.

Please attach a copy of the front and back of the ID card of the respective caregiver to the timesheet. Proofs of hours submitted late can no longer be taken into account.

4. After submission of the time sheet, the **subsidy** will be calculated individually and transferred to you.

We would like to point out that the HFBK subsidy for baby and childcare costs is only paid in retrospect. This means that you must first pay all childcare costs yourself and can then be reimbursed up to € 200.00 / € 300.00 per semester per family.

A maximum of the statutory minimum wage (2022 = € 12,00) is reimbursed per hour.

The choice of caregiver outside of the regular care hours is free. However, the caregiver may not have a family relationship to the child. The Hochschule für bildende Künste Hamburg accepts no liability. There is no legal entitlement to a subsidy for baby and childcare costs.

If you have any questions about the grant or would like to make an appointment, please contact us by email.

Hamburg University of Fine Arts  
Students Office