# REGULATIONS SUPPORT STUDENT EVENT

- The initiative
    - has a socio-cultural, sporting, social or environmental nature (meeting, quiz, debate, sports, comedy, expo...)
    - stimulates the student life on campus / in the surrounding area
    - has a strong link with the campus / institution (Odisee or KU Leuven)
    - is open to all students on campus / institution (Odisee or KU Leuven)
    - is not mandatory (students may not be obliged to participate on a curriculum-bound basis)
    - does not have an exclusively profitable purpose
- The application for STUVO support will be made at the latest 3 weeks before the event.
- The request for logistic support will also be made at the latest 3 weeks before the event.
- The institutions (Odisee or KU Leuven) / STUVO are mentioned in the communication / promo of the event.
- The maximum support per initiative is €200.
- Items for which financial support can be requested:
    - Rent of purchase equipment (e.g. sports equipment, audio visual equipment ...) (max. €100)
    - Costs external lecturer, speaker ... (max. €100)
    - On- and offline communication (e.g. printed promo materials (excluding parties and galas) (max. €100)
    - Transportation costs for small equipment for the activity (e.g. van rental) (max. €100)
    - Other (only after consultation and approval STUVO)

- **Not** eligible for support:
    - Food and drinks
    - Rental event hall or venue (only after approval STUVO an exception can be made under certain circumstances)
    - Printed promo material for parties or galas
    - Security
    - Unisono (Sabam and equitable remuneration)
    - Student hazing and cantus
    - Disposable cups, cutlery, plates
    - Shopper bags
    - Arbitrary gift bags

- For refund of online purchases: please provide a full overview of the vendor with the items bought, clearly mentioning their price, together with proof of payment (e.g. a bank account statement or screenshot of your banking app).
- It is strictly prohibited to use the KU Leuven or Odisee VAT number for your payments!

More information? Contact STUVO on your campus.