

**Student Personal Data Form – to determine which canton will pay the FHV contribution (2020)**

*Please consult the explanations on pages 3 and 4 of this form. As soon as an answer refers you to a listed item (A, B, C, D, E1, E2) on the back of this form, no further questions need to be answered.*

<b>SUPSI</b> <b>► Department / affiliate school</b>  <input type="checkbox"/> DACD <input type="checkbox"/> DFA/ASP <input type="checkbox"/> DEASS <input type="checkbox"/> DTI <input type="checkbox"/> ATD <input type="checkbox"/> CSI-SUM <input type="checkbox"/> FFHS <input type="checkbox"/> PG	<b>► Programme of study:</b> ..... <input type="checkbox"/> Full Time Programm (TP) <input type="checkbox"/> Programme in Parallel with Professional Activity (PAP) / Part-time Programme (PT)	<input type="checkbox"/> Bachelor <input type="checkbox"/> Diploma <input type="checkbox"/> Master

**Commencement of studies<sup>1</sup>:**

Name:	First name:	Date of birth:
Social security number (AHVN13): 756. ____.		AHVN13 not available <input type="checkbox"/>
Nationality:	Place of origin:	Canton of origin:

Place of residence under civil law at commencement of studies (Monday calendar week 8/38)	Street: .....	Canton:
	Postal code/Town: .....	
	Resident in canton since (date):.....	

Parents (current/former holders of parental authority) <sup>2</sup>	Name: .....	Canton:
	Same address? <input type="checkbox"/> yes <input type="checkbox"/> no: please state full address	
	Address:.....	

1. Will you be 18 or over at the time your programme of study commences?    yes   ➔ go to question 2  
 no   ➔ go to question 6

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2. Were you – prior to the commencement of your studies – financially independent<sup>3</sup> due to gainful employment for at least 24 months, without being simultaneously enrolled in a basic vocational training? (This period of time does not have to occur immediately before the commencement of your studies.)    yes   ➔ go to question 3  
 no   ➔ go to question 4

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3. During the period in which you were financially independent, were you resident in the same canton (or in the Principality of Liechtenstein) for at least 24 consecutive months<sup>4</sup>?    yes   ➔ fill in **item D** overleaf  
 no   ➔ go to question 4

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4. Are you a political refugee or stateless person?    yes   ➔ go to question 5  
 no   ➔ go to question 6

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5. Do your parents live abroad (excluding the Principality of Liechtenstein) or are they deceased?    yes   ➔ fill in **item B** overleaf  
 no   ➔ go to question 9

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6. Are you a Swiss national or a citizen of the Principality of Liechtenstein?    yes   ➔ go to question 7  
 no   ➔ go to question 9

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7. Are you a Swiss national living abroad (a Swiss national whose parents both live abroad (excluding the Principality of Liechtenstein) or a Swiss national who lives abroad (excluding the Principality of Liechtenstein) and whose parents are deceased)?<sup>5</sup>    yes   ➔ fill in **item A** overleaf  
 no   ➔ go to question 8

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8. Are you currently under guardianship or tutelage or were you, until the age of 18, under guardianship or tutelage or concerned by a child protection measure?    yes   ➔ fill in **item E2** overleaf  
 no   ➔ fill in **item E1** overleaf

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9. Do your parents live in Switzerland or the Principality of Liechtenstein?    yes   ➔ fill in **item E1** overleaf  
 no   ➔ go to question 10

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10. Are you currently under guardianship or tutelage or were you, until the age of 18, under guardianship or tutelage or concerned by a child protection measure in Switzerland or the Principality of Liechtenstein?    yes   ➔ fill in **item E2** overleaf  
 no   ➔ go to question 11

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11. Have you a place of residence under civil law in Switzerland or the Principality of Liechtenstein on the basis of a residence permit which was not issued for the purposes of your programme of study?    yes   ➔ fill in **item C** overleaf  
 no   ➔ fill in **item F** overleaf

**Personal data form (page 2)**

Make only **one** entry  
in this column



<b>A</b>	<p>The canton of origin is required to pay the FHV contribution. Where there is more than one place of origin, the first-named place of origin applies. Otherwise, the last place of origin in which citizenship was acquired applies.</p> <p><i>Please enclose an official document confirming that <b>your parents and/or you live abroad and stating your <u>place of origin</u> (to be obtained, depending on the competency, at the Swiss Consulate or another administration in the country concerned).</b></i></p>	Canton of origin responsible:																														
<b>B</b>	<p>The canton designated by the State Secretariat for Migration is required to pay the FHV contribution.</p> <p><i>Please enclose a copy of your residence permit (if it has not yet been issued, confirmation of the designated canton).</i></p>	Canton responsible:																														
<b>C</b>	<p>The canton in which you have your place of residence under civil law at the commencement of your studies is required to pay the FHV contribution.</p> <p><i>Please enclose a copy of your residence permit.</i></p>	Canton of residence responsible:																														
<b>D</b>	<p>The canton in which you were last resident and financially independent without being simultaneously enrolled on a programme of study for at least 24 consecutive months is required to pay the FHV contribution. Please specify the type of financial independence and your legal place of residence during this period.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 35%;">Place of residence under civil law* (municipality and canton)</th> <th style="width: 10%;">from</th> <th style="width: 10%;">to</th> <th style="width: 35%;">Type of financial independence (employer / other )<sup>3</sup></th> <th style="width: 10%;">from</th> <th style="width: 10%;">to</th> </tr> <tr> <td></td> <td colspan="2" style="text-align: center;"><small>(exact dates: dd/mm/yyyy)</small></td> <td></td> <td colspan="2" style="text-align: center;"><small>(exact dates: dd/mm/yyyy)</small></td> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <p><i>*Please enclose confirmation of your residency from the municipality concerned for the period of time given above. This confirmation must be dated <b>no more than three months</b> prior to the commencement of your studies.</i></p>	Place of residence under civil law* (municipality and canton)	from	to	Type of financial independence (employer / other ) <sup>3</sup>	from	to		<small>(exact dates: dd/mm/yyyy)</small>			<small>(exact dates: dd/mm/yyyy)</small>																				Canton responsible:
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<b>E 1</b>	<p>The canton in which your parents have their place of residence under civil law at the commencement of your studies is required to pay the FHV contribution. If your parents are both deceased, the last place of residence of the last surviving parent applies.</p> <p><i>Please enclose confirmation of the place of residence of your parents or holders of parental authority. This confirmation must be dated <b>no more than three months</b> prior to the commencement of your studies.</i></p>	Canton of parents' residence responsible:																														
<b>E 2</b>	<p>The canton in which the Child and Adult Protection Authority (KESB) most recently responsible is located is required to pay the FHV contribution.</p> <p><i>Please enclose confirmation from the Child and Adult Protection Authority (KESB) responsible.</i></p>	Canton responsible:																														
<b>F</b>	<p>In accordance with the Intercantonal Agreement on Universities of Applied Sciences, no canton is required to pay the FHV contribution for your programme of study.</p> <p><i>Please enter your country of origin in the box.</i> <i>Please enclose a copy of your passport and, if you are resident in Switzerland for the purposes of study, a copy of your residence permit.</i></p>	Country:																														

I hereby confirm that the above information is correct.

Place/Date

Student's signature

## Explanations regarding the Student Personal Data Form

The student personal data form is designed to determine which canton is responsible for funding your studies according to the Intercantonal Agreement on the Universities of Applied Sciences.

Since large sums of money are involved in funding your studies, please make sure that you answer all questions accurately.

As soon as an answer refers you to a listed item (A, B, C, D, E1, E2) on the back of the form, no further questions need to be answered. If you have any queries, please consult the contact person at your university or college.

Persons from the Principality of Liechtenstein have the same rights as Swiss nationals and are therefore not regarded as foreign nationals.

**All confirmations of residency submitted must be originals. They must be dated no more than 3 months prior to the commencement of your studies.** A settlement permit is not valid as confirmation of residency.

### **<sup>1</sup> commencement of studies:**

The official start date of a semester at a university of applied sciences is the first day of calendar week 8 for the spring semester and calendar week 38 for the autumn semester.

### **<sup>2</sup> parents or holders of parental authority:**

- Parents or holders of parental authority refers to your father **or** mother. It is not necessary to provide confirmation of residency for both parents. If your parents live in different cantons, enclose confirmation of residency for the parent who had the sole parental authority until your majority or in case of joint parental authority for the parent with whom you mainly lived.
- If this parent's name is different from your own name, please enclose a copy of an official document confirming the parental status.

### **<sup>3</sup> financially independent (question 2):**

- The factor determining financial independence is a period of at least 24 months during which you were **financially independent** of your parents, i.e. you had your own income which was sufficient to cover your basic needs (living expenses, rent, tuition fees, etc.).
- In order to prove that you were financially independent, you are required to give details of your employment (name of employer) or other form of occupation.
- Other forms of occupation include running a household, completing military service, receiving unemployment benefits, disability benefits or social welfare, completing an internship (but not as part of a programme of study), etc. Unpaid holiday is not considered to interrupt this period of 24 months as long as you continued to be financially independent of your parents; however, unpaid holiday of this kind must be listed under item D.
- An internship is classified as employment rather than formal training if you were financially independent of your parents during this time.
- 'prior to the commencement of your studies' does not mean that the period of financial independence must have taken place immediately before you begin your studies. It can have taken place earlier. Time spent doing an apprenticeship is not classified as financial independence.

### **<sup>4</sup> 24 consecutive months (question 3):**

- The determining factor is whether your place of residence under civil law was in the same canton for at least 24 months during the period in which you were financially independent. If you were resident in more than one canton during this time, please enter the canton in which you resided during the time closest to the commencement of your studies.

Please enclose confirmation of residency from the municipality in which you were resident for the most recent period of 24 consecutive months before the commencement of your studies. If you were resident in more than one municipality in the same canton during this time, please enclose confirmation of residency for each of the municipalities concerned.

### **<sup>6</sup> Question 7:**

- If one of your parents lives in Switzerland, please answer 'no'.
- If you have more than one place of origin, the first-named place of origin applies. Otherwise, the last place of origin in which citizenship was acquired applies.

### **Questions 8 and 10:**

- The term "under guardianship" concerns
  - a. persons under the age of 18 who due to a child protection measure are or were not placed under parental authority,
  - b. persons over the age of 18 who are placed under an adult protection measure.

**Question 11:**

- You are considered to have a place of residence under civil law in Switzerland if the place where you live is your primary residence. As a rule, a settlement permit or a residence permit which has not been issued solely for the purpose of your studies is considered proof of your place of residence under civil law.
  - If this applies to you, please answer 'yes' to question 11 and fill in item C on the back of the personal data form. Otherwise, answer 'no' and fill in item F.
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**Information on the wording of Article 5 of the Intercantonal Agreement on Universities of Applied Sciences (FHV)**

*Canton of residency*

The student's canton of residency is defined as:

- a. the canton of origin for Swiss nationals whose parents live abroad or who live abroad and are parentless; in the event of there being more than one canton of origin, the last in which citizenship was acquired applies.
- b. the designated canton for political refugees and stateless persons who have reached the age of majority and whose parents are both deceased or live abroad; subject to point d
- c. the canton in which residence under civil law is held by foreign nationals who have reached the age of majority and whose parents are both deceased or live abroad; subject to point d.
- d. the canton in which students who have reached the age of majority have lived for at least two consecutive years, during which period they were financially independent without being simultaneously enrolled on a programme of study; gainful employment includes running a household or completing military service.
- e. in all other case, the canton where the parents' place of residence under civil law is located at the time the programme of study commences or the canton in which the Child and Adult Protection Authority (KESB) most recently responsible is located.

**Decision of the Conference of member cantons of the Intercantonal Agreement on Universities of Applied Sciences (FHV) of June 27<sup>th</sup> 2019:**

1. Article 5 lit. d FHV is to be interpreted as focusing on the two characteristics of financial independence and simultaneous uninterrupted residence in a canton. The training status of the students (with the exception of basic vocational training), however, is neglected.
2. The regulation becomes effective immediately. The cantons and the educational institutes are granted a transition period until spring semester 2020 at the latest. In controversial cases the new regulation applies.

**Text of Art. 10 of the Directives for invoicing, within the scope of the Intercantonal Agreement for Universities of Applied Arts and Sciences (ASUP), of 12 June 2003 (version 30 April, 2021)**

**Canton required to pay contributions**

**Art. 10** <sup>1</sup>The Canton of domicile decided at the start of the course, on the basis of the personal information questionnaire, must in principle pay the contributions for the full duration of the study programme.

<sup>2</sup>The Canton required to pay the contributions must be decided once again:

- each time a student changes university,
- each time studies are interrupted (and enrolment withdrawn).

<sup>3</sup>This means that it may change in the following cases:

- transfer from a Bachelor's programme to a Master's programme at another university (direct transfer to a Master's programme at the same university is not cause for change),
- move to another university, with or without interruption in studies,
- recommencement of studies at the same university after an interruption involving withdrawal of enrolment, (with or without changing degree course).

## How to determine the canton responsible for funding Schematic diagram for the personal data form

