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## Application

# Reimbursement of additional travel expenses with the student travel product

### This form

You can use this form to apply for reimbursement of additional travel expenses. Please apply for the reimbursement within two months of the first date on which you incurred additional travel expenses. If you do this at a later date, then you will only be entitled to the reimbursement with effect from the beginning of the month following the date on which DUO has received the form.

You can continue to use your student travel product in addition to the reimbursement. The reimbursement is not always a gift; please see the explanatory notes.



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### Send to

Dienst Uitvoering Onderwijs  
PO Box 50021  
9702 BA Groningen

Will you be submitting your request through Mijn DUO? Then uploading the form to Mijn DUO is enough.

### More information

[duo.nl](http://duo.nl)

## 1 Your personal details

1.1 Citizen Service Number (BSN)

1.2 Surname

Official first name and other initials

1.3 Date of birth

1.4 Account number (IBAN)

See the explanatory notes

> This may not be a savings account number.

> You can also enter a non-Dutch bank account number here. Please include the relevant BIC if you use a non-Dutch bank account.

BIC

This account number is in the name of

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## 2 Reimbursement of additional travel expenses

See the explanatory notes

- 2.1 According to 9292.nl, is there a bus stop or train station within ten kilometres of your home address, allowing you to get to your school or internship address on time, or get back home? Or that you can travel back to?
- Yes > You are not eligible for reimbursement of additional travel expenses. You do not need to send us this form.
- No > DUO will verify this
- 2.2 Why are you applying for a reimbursement?  
If you are applying for a reimbursement because you are unable to get to your internship address on time, and if you have changing start and end times, you must always submit a timetable for each period.
- I am unable to reach my educational institution on time using public transport, or unable to return home by public transport, during at least twelve days per month. Please note: are you enrolled in a secondary vocational education programme, or do you fall under the old system of student finance for higher education? Then you can only receive a reimbursement if you live at home with your parents.  
> Ask your educational institution to answer question 3
- I am unable to reach my Dutch internship address on time using public transport, or unable to return home by public transport, during at least twelve days per month.  
> Ask your educational institution to answer question 4 and your internship-hosting organisation to answer question 5. And always include an internship timetable bearing a signature and a stamp from your internship-hosting organisation.
- I pay more than €30 a month in ferry costs (pedestrian rate) to travel to my educational institution or internship address.  
> Ask your educational institution to answer question 3 or 4, and please answer question 6 yourself
- 2.3 How often does this situation occur?
- At least 12 days a month
- Less than 12 days a month > You are not eligible for reimbursement

## 3 Declaration from the educational institution about school hours

See the explanatory notes

- 3.1 Name of student
- 3.2 Name of educational institution
- Street House number
- 3.3 Address of the location of your lessons  
**Please note: no PO Box number**
- Postal code Town/city
- 3.4 For which school period are you submitting an application?
- van Day Month Year up to and including Day Month Year
- Start of first lesson (24-hour notation) End of last lesson (24-hour notation)
- 3.5 For the student in question, at what time does the first lesson start and the last lesson end?
- 3.6 Does the period mentioned under 3.4 also include days on which the student does not have to go to school, such as holidays?
- No
- Yes, from Day Month Year up to and including Day Month Year
- Day Month Year up to and including Day Month Year
- 3.7 Signature and stamp of educational institution
- Day Month Year Name
- Signature Stamp

# Application

## Reimbursement of additional travel expenses with the student travel product

Dienst Uitvoering Onderwijs

Ministerie van Onderwijs, Cultuur en Wetenschap

### 4 Declaration from the educational institution about the internship

See the explanatory notes

- 4.1 Name of student
- 4.2 Is the internship a mandatory part of the study programme?  
 Yes  
 No > *The student is not entitled to a reimbursement*
- 4.3 Is there another internship option that would allow the student to get to their internship address on time or get home?  
 Yes > *The student is not entitled to a reimbursement*  
 No
- 4.4 Name of internship-hosting organisation  
  
 Street House number
- 4.5 What is the address of the location of the student's internship?  
  
 Postal code Town/city  
  
 Day Month Year Day Month Year
- 4.6 For which school period are you submitting an application?  
 Yes, from  up to and including   
 Day Month Year Name
- 4.7 Signature and stamp of educational institution  
  
 Signature Stamp

### 5 Declaration of the internship-hosting organisation

'I declare that this student is an intern at my company'

- 5.1 Name of student
- 5.2 Does the same start and end time apply for the whole period?  
 Yes, from  until  on  per week  
 Start time (24-hour notation) End time (24-hour notation) Number of days  
 No, there are varying start and end times > *The student is required to include a valid timetable, bearing a signature and a stamp from the internship-hosting organisation*
- 5.3 Signature and stamp of internship-hosting organisation  
  
 Day Month Year Name  
 Signature Stamp

## 6 Ferry costs

See the explanatory notes

6.1 How much do you pay a month for pedestrian fees for the ferry?

€

Street

House number

6.2 What is the address of the location where you are taking lessons?

**Please note:** no PO Box number

Postal code

Town/city

## 7 Signature of student

7.1 I confirm that I have completed this form truthfully and in full

Day

Month

Year

Telephone number\*

E-mail\*

Signature

### DUO and your data

Your data will be entered into DUO's systems. DUO uses and protects your personal data carefully in order to carry out its legal duties. DUO does this on the basis of the requirements of the privacy legislation. If you would like more information about how DUO handles your personal data, please visit [duo.nl](http://duo.nl). DUO will of course verify your data with other agencies to ensure that you receive what you are entitled to. DUO informs the Public Prosecutor whenever abuse is uncovered.

\* We may wish to contact you by telephone or by email, for instance to discuss your application or a change you have made. If you are happy for DUO to contact you in this way, please provide your telephone number and email address.



## Explanation

# Application reimbursement of additional travel expenses with the student travel product

### More information

[duo.nl](http://duo.nl)

If you are not yet able to submit a timetable for the entire period, please submit the timetables that are available at this time. This should be done in any case within 2 months of the start of the period in which additional travel expenses are incurred. You need to submit the missing timetables as soon as they become available to you.

### Distance to the educational institution or internship location

If your educational institution or internship-hosting organisation is within 10 km of your home address, you will not be entitled to a reimbursement.

### Re. 2.3 Number of days

The situation in which you are unable to reach your educational institution or internship address on time, or unable to get home on time, must occur on at least twelve days a month. Are you unable to reach your educational institution or internship address on time as well as unable to return home, on the same day? Then this counts as one day.

### Re. 3.4 School period

The period for which the additional reimbursement is requested must fall within one academic year. The student will be required to submit a new application for any periods in the following academic year.

### Re. 4.6 Internship period

The student can only submit an application for the period for which an internship timetable has been determined. The student will be required to submit a new application for any following internship periods.

### Re. 6.1 Ferry fees

The reimbursement is determined based on the ferry rate for pedestrians. You can receive reimbursement of pedestrian fees if they exceed €30 per month.

## General

This form is for:

- students with a student travel product and other student finance.
- Students in secondary vocational education under the age of 18, who only have a student travel product.

### Performance-related grant or gift

Are you enrolled in a secondary vocational education programme level 1 or 2? Then the reimbursement of additional travel expenses with the student travel product will be a gift. Are you enrolled in a level 3 or 4 secondary vocational education programme or a higher education programme? Then the reimbursement of additional travel expenses with the student travel product will be part of your performance-related grant. The performance grant is a loan. If you obtain the required diploma within the degree period of ten years, your reimbursement of additional travel expenses also becomes a gift.

### Re. 1.4 Bank account number

Please fill in the bank account number to which your reimbursement should be paid. Please note: are you receiving a grant and/or loan? Then these will also be paid to the same bank account number from now on.

### Re. 2.1 Bus stop or train station within 10 km

For an overview of bus stops within a distance of 10 km of your home address, please also check out Google Maps, Apple Maps, or the websites of the public transport companies in your area.

### Re. 2.2 and 5.2 Not able to arrive at your educational institution or internship address on time

In these situations, we will look into the earliest and last-available connections by public transport, calculated from a bus stop or train station no more than 10 km from your home address. In doing so, we make use of the information available on [9292.nl](http://9292.nl).

### Internship and internship timetable

If you are applying for a reimbursement because you are unable to get to your internship address on time, please also send an internship timetable. If you have changing start and end times, submit a timetable for each period. The timetable should bear a stamp and signature of your internship-hosting organisation.