



Dienst Uitvoering Onderwijs  
Ministerie van Onderwijs, Cultuur en  
Wetenschap

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## Application

### Student finance for MBO students from the Caribbean region

#### This form

If you live on Aruba, Curacao or Sint Maarten or in the Caribbean Netherlands and you are going to study in the Netherlands, you will need this form to apply for student finance for an MBO study programme in the Netherlands.

Tip: please read the folder on student finance first: [duo.nl/antillen](https://duo.nl/antillen).

#### Send in

E-mail the completed form, including the supporting documents, as one PDF to:

[documenten@duo.nl](mailto:documenten@duo.nl) or send by post to:

Dienst Uitvoering Onderwijs

Postbus 50061

9702 DA Groningen

The Netherlands

#### More information

[duo.nl/antillen](https://duo.nl/antillen)



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## 1

### Your personal details

Read the explanation

1.1 Do you already have a citizen service number in the Netherlands?

☐ Yes > Fill in your citizen service number here

☐ No > Apply for a citizen service number with the local authorities as soon as you arrive in the Netherlands

1.2 ID- or Sédulanumber

1.3 Surname (birth name)

All official first names in full

☐ Male

☐ female

1.4 Date of birth

Day

Month

Year

1.5 Do you hold Dutch nationality?

☐ Yes > Include a copy of your proof of identity (passport, ID card or Sedula)

☐ No > In most cases you will not be eligible for student finance from the Netherlands. Read the explanation.

1.6 In which bank account (IBAN) do you want to receive your student finance?

> If you don't yet have a Dutch bank account number, please leave this question open

> If you want to list a non-Dutch bank account number, please read the explanation

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## 2

## Your address

Read the explanation

Street and house number

2.1 What is your current address?

Town

Country/island

2.2 At what address do you want to receive correspondence about student finance?

☐ At my address under question 2.1☐ At another address in the Netherlands > Fill out the address below

Postbus or street and house number

Postcode

Town/City

Country

## 3

## Study details in the Netherlands

Read the explanation

3.1 Name of the school you will be attending

3.2 Name of the course you will be taking

3.3 Place where you will have the lessons

3.4 How will you be enrolled?

☐ School-based learning pathway ('BOL')☐ Level 1 Entry level training (Entree-opleiding)☐ Level 2 Basic vocational training (Basisberoepsopleiding)☐ Level 3 Full professional training (Vakopleiding)☐ Level 4 Middle-management training (Middenkaderopleiding)☐ Level 4 Specialist training (Specialistenopleiding)☐ Work-based learning pathway ('BBL') > You are not entitled to student finance and/or a student travel product☐ Part-time education > You are not entitled to student finance and/or a student travel product☐ Exam participant > You are not entitled to student finance and/or a student travel product

3.5 What is the start date of your new course?

☐ From the start of the school year

Day

Month

Year

☐ Another date

2

0

## 4

## Student finance components

Read the explanation and use the calculator on [duo.nl/rekenhulp](https://duo.nl/rekenhulp)

4.1 When do you want to receive student finance?

☐ From the date that I am entitled to it

Day

Month

Year

☐ Other, i.e.

2

0

4.2 Do you want student finance for

☐ Living at home☐ Living away from home

vanaf

Month

Year

2

0

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4.3 For what components of student finance do you want to apply?

**Check what you are entitled to. Always apply for the supplementary grant.**

☐ Basic grant

☐ Supplementary grant > Also fill out question 5

☐ Interest bearing loan > Fill out amount €  per month

☐ Student travel product > Select a product

☐ Weekday travel product

☐ Weekend travel product

## 5

### Information about your parents

DUO requires information about your legal parents to calculate your supplementary grant. It does not matter which parent's details you fill in first. Read the explanation.

#### Parent 1

#### Parent 2

5.1 Do you know who your legal parents are?

☐ I know who my parent is > Fill in question 5.2/5.3

☐ I know who my parent is > Fill in question 5.2/5.3

☐ I do not know who my parent is > Read the explanation to see which evidence to include

☐ I do not know who my parent is > Read the explanation to see which evidence to include

☐ I have not been legally acknowledged > Read the explanation to see which evidence to include

☐ I have not been legally acknowledged > Read the explanation to see which evidence to include

5.2 Details about parent 1

Does your parent have a citizen service number?

☐ Yes > Fill in the citizen service number here

☐ No

ID- or Sédulanummer

CRIB or personal identification number

Surname (birth name)

All official first names in full

Date of birth

Date of death, if applicable

Day Month Year

Day Month Year

> Include a copy of the death certificate. Go to question 5.3

Street and house number

Address

Town/city

Country/island

> Are you applying for a supplementary grant? Please send your parent's personal income statement from the local tax authorities going back two years, along with your application. Read the explanation.

## 5.3 Details about parent 2

Does your parent have a citizen service number?

☐ Yes > Fill in the citizen service number here

☐ No

ID- or Sédulanummer

CRIB or personal identification number

Surname (birth name)

All official first names in full

Date of birth

Date of death, if applicable

Day

Month

Year

Day

Month

Year

> Include a copy of the death certificate. Go to question 6

Street and house number

Address

Town/city

Country/island

> Are you applying for a supplementary grant? Please send your parent's personal income statement from the local tax authorities going back two years, along with your application. Read the explanation.

## 6

## Signature

Day

Month

Year

2

0

Telephone\*

Email\*

Signature

6.1 I declare that I have completed this form fully and truthfully. I know that I am obligated to always provide my most recent contact details as long as I am receiving student finance or repaying a student loan.

## Checklist

Please tick the appropriate box

- ☐ I include a copy of my proof of identity (passport, ID card or Sedula)
- ☐ I include a copy of my parents' personal income statements
- ☐ I have signed the form
- ☐ I have made a single PDF (20MB max.) of all the documents. This is the order:
  - application form
  - copy of my proof of identity
  - other documents

## DUO and your details

Your details will be included in DUO's systems. DUO will use and secure your personal details carefully to carry out its legal duties. DUO does so under the requirements set by privacy legislation. For more information on how DUO handles your personal details, please see [duo.nl](https://duo.nl). Naturally DUO will check your details with other authorities to ensure you receive what you are entitled to. In case of misconduct, DUO will file an official report with the Public Prosecution Service.

\* Sometimes it can be easier to call you or send you an email, for example about your application or rejection. If you would like DUO to contact you in that way, please fill in your telephone number and email address.



## Explanation

# Application student finance for MBO students from the Caribbean region

### More information

[duo.nl/antillen](https://duo.nl/antillen)

## General

Your application will be handled within 4 to 6 weeks. You will then be sent a Student Finance notice with a 'Bevraging BSN' form. Take this form with you to the Netherlands. You must fill out the form and return it to us once you have your citizen service number and Dutch bank account number. The form can also be downloaded from [duo.nl/antillen](https://duo.nl/antillen).

### DUO is here to help!

If you need any help filling out this form, please contact us at [KS-AA-UAF@duo.nl](mailto:KS-AA-UAF@duo.nl).

The brochure *Student finance for students from Aruba, Curacao, Sint Maarten and the Dutch Caribbean* contains more information about student finance. The brochure can be found on [duo.nl/antillen](https://duo.nl/antillen) in Dutch, English, Papiamentu or Papiamentu.

Make sure you do not forget anything. The [Checklist Caribisch gebied – zaken regelen voor studiefinanciering](#) has an overview of everything you need to do regarding student finance and other things you need to arrange in the Netherlands.

### Support

Students from the Caribbean region who are coming to the Netherlands to study, can register for a free support scheme to help them get accustomed to Dutch society, cultural habits and public transport. The support starts on the students' own island and continues in the Netherlands.

Students from the Dutch Caribbean can contact [TuranGoeloe](#) for a support scheme. For more information about local student finance they can contact [RCN-Studiefinanciering](#). Students from Aruba can go to [Arubahuis](#) for information about support. Students on Curacao can go to [Stichting Studiefinanciering Curacao \(SSC\)](#) and on St Maarten to [Division Study Financing](#).

## 1.5 Nationality

If you do not hold Dutch nationality, please contact DUO at [KS-AA-UAF@duo.nl](mailto:KS-AA-UAF@duo.nl) and ask for the student finance options.

## 1.6 Non-Dutch bank account number

If you want to list a non-Dutch bank account number, you will have to pay the bank's transaction charges yourself. Contact DUO at [KS-AA-UAF@duo.nl](mailto:KS-AA-UAF@duo.nl) to discuss the options.

## 2.3 Receiving post

If you have family or friends in the Netherlands, they may want to receive your post temporarily until you have moved there. Ask them if you can use their address in the Netherlands as your postal address. DUO will then send your post to that address.

## 3.4 Your enrolment

If you are unsure for what pathway or level you are enrolling, ask your educational institution or check your education agreement.

## 3.5 Starting date

The school year runs from 1 August to 31 July. If you are unsure what the correct starting date is, please contact your educational institution or check your education agreement.

## 4.1 Living at home or away from home

If you are living with one or both parents when you become eligible for student finance, you are considered to be living at home (thuiswonend). You are living away from home (uitwonend) if you do not live at the same address as one or both parents.

If you intend to live away from home but have not yet registered with the local authorities in the Netherlands, you will receive a grant for students living at home until you do.

DUO deals severely with misuse of grants for students living away from home.

- If you are renting a room and the address does not match the address you stated to the local authorities, that constitutes misuse. Your grant for students living away from home will be converted into the lower grant for students living at home.
- You will have to repay the surplus student finance you received (the difference between living away from home and living at home) plus a penalty of 50% of that amount. Joint offenders will also be given a penalty.
- If the misuse is repeated, you will no longer be eligible for student finance. You will also have to repay the surplus student finance. The penalty in this case is 100% of the surplus amount you received. In serious cases DUO will file an official report with the Public Prosecution Service.

## 4.2 Student finance components

Student finance for MBO consists of four components: a basic grant, a supplementary grant, the student travel product and an interest bearing loan.

At MBO levels 1 and 2 you will receive the basic grant, the supplementary grant and the student travel product as a non-repayable grant. That means that you will not need to repay the basic grant, the supplementary grant or the student travel product to DUO. At MBO levels 3 and 4 the basic grant, the supplementary grant and the student travel product are a performance-related grant. If you graduate within the 10-year degree period, your performance-related grant becomes a non-repayable grant. If you fail to graduate, you will have to repay the performance-related grant with interest. The supplementary grant is a non-repayable grant in the first twelve months, even if you fail to obtain a diploma.

### Supplementary grant

You will receive the amount that you are entitled to. Always apply for the supplementary grant. Each year we will calculate whether you qualify. How much you will receive depends, among other things, on your parents' income and the number of siblings with a supplementary grant. DUO calculates your supplementary grant using your parents' income from two years ago.

### Student travel product

The student travel product is either a weekday travel pass or a weekend travel pass that you can use to travel on public transport for free or for a discount. If you do not yet have a citizen service number, the travel product will be compensated temporarily on a monthly basis. Please let us know as soon as you have your citizen service number, so we can get your travel product ready.

### Interest bearing loan

Do not borrow more than you need to. Have you already applied for a supplementary grant? If you are entitled to one, you may not have to borrow as much, and possibly nothing at all. Use the calculation tool on [duo.nl/rekenhulp](https://duo.nl/rekenhulp).

After your studies, you must always repay the loan. DUO charges interest on your loan, from the first monthly instalment. More information about repayment can be found on [duo.nl/terugbetalen](https://duo.nl/terugbetalen).

If you check the box for a loan but fail to enter an amount, you will not receive a loan. You can always reapply for the loan at a later date.

## 5.1 Your parents' details

If you apply for a supplementary grant, we need the details of your legal parents. Your legal parents are the parents registered as your parents with the civil affairs department (Afdeling burgerzaken). A natural parent or adoptive parent counts as a legal parent, a foster parent or stepparent does not.

You should include evidence in the situations below:

I was not acknowledged by my parent:

- A copy or photo of a recent true copy of your birth certificate. You can request this copy at the civil affairs department of the island where you live.

I do not know who my legal parent is:

- a statement by you, explaining why you do not have the requested information about your parent.
- a recent, detailed statement by a professional, for example a student counsellor, a social worker, a psychologist or child services. The brochure Verklaring deskundige, which you can download from [duo.nl/antillen](https://duo.nl/antillen), has more information about what that statement should contain.
- If possible, a statement by your other parent, showing why you do not have the requested information about your parent.

### Problems with your parent(s)

In the following five situations, you can ask DUO to disregard your parents' income when calculating the supplementary grant:

1. Contact with your parent(s) was severed before your 12th birthday.
2. You have a severe and fundamental conflict with your parent(s). That conflict is not just about financial matters.
3. Your parent(s)' custody of you has ended.
4. The whereabouts of your parent(s) are unknown.
5. The maintenance established for you cannot be collected for at least twelve consecutive months.

Use the form *Verzoek inkomen ouders buiten beschouwing laten* (Request to disregard parents' income) on [duo.nl/antillen](https://duo.nl/antillen) and add the form and requested documents to your application.

## 5.2 and 5.3 Details parent 1 and Details parent 2

Include the income details of your parent(s) in your application to speed up the calculation of the supplementary grant.

Your parent can request a personal income statement from the local tax authority, or download the form Verklaring inkomstenbelasting from [duo.nl/antillen](https://duo.nl/antillen). We also need this statement when your parent has no income.

If you are as yet unable to send the income statements, please send your application for study finance to DUO. DUO will ask for the income details at a later date, so we can calculate your supplementary grant.