

Step-by-step plan application RPF or DUO support in case of unforeseen circumstances



Contact the academic counsellor in case of (suspected) study delay.

If you want to know which assistance (DUO or financial assistance (RPF) from the Profiling Fund) you may be eligible, visit this [website](#).

Step 1

In case of:

- **Medical circumstances**
Make an appointment with a student doctor (sgzstudent.nl) for a statement*.
- **Psychological circumstances**
Make an appointment with a student psychologist (psychologists.tudelft.nl) for a statement*.
- **Exceptional (family) circumstances**
Please continue with step 3
- **Inadequate study programme / Elite sports**
Contact your thesis supervisor or elite sports coordinator for a statement.

Make a short, concise personal statement (max 1 A4) about progress/origin of the study delay.

Step 3

Search for **DUO message** stating the end date of the performance grant.

Are you a (non-)EEA student without student grant? → please go to step 5.

Step 4

Contact the academic counsellor again for a statement.

Step 5

Fill in the **application form**.

Step 6

If you do not have all required attachments in time, submit an incomplete application.

Step 7

Collect all documents in 1 PDF and submit the application via contactcentre-esa@tudelft.nl.

Deadline submission:

- Application RPF (+ possible **DUO support**) → before end date performance grant or before the end of the nominal study duration ((non-)EEA students without entitlement to student grant).
- If you only apply for **DUO support** → then longer submission period applies.