

Important notes and practical instructions

Your application for a 'Study and Income Allowance' has been approved by the board of ODN. During your studies, you must meet certain obligations. ODN also uses several procedures to make the handling of your application run smoothly. A summary of these is given below.

An allowance from ODN or WW involves paperwork. For many dancers, this is something they have to get used to. Nevertheless, it is very important to deal with it properly!

The board and its decision

The board has informed you that it has approved your retraining plan. You have received the contract with the approved retraining plan as well. You should sign a copy of the contract and return it to the ODN office within fourteen days. We prefer to receive it by email to clients@omscholingdancers.nl but you can return it by traditional mail to ODN, Johan M. Coenenstraat 4, 1071 WG Amsterdam.

Study costs

Study costs include registration fees, tuition fees, costs of study books, travel costs and other expenses that the educational institute deems inevitable or obligatory for following and completing the studies.

Costs of purchasing equipment that is not obligatory for the studies but is necessary for them can be refunded to a maximum of 60%. However, a separate application must be submitted for this.

Computers will **not** be fully refunded, unless it is obligatory to purchase one. A refund of 60% is offered with a maximum of € 750

Submitting a declaration

As an applicant, you are always personally responsible for paying the tuition fees and purchasing books, equipment and such.

You first pay the study costs yourself and then send the declaration to the ODN office. It is mandatory to fill out a study costs declaration form. You can find the form at <https://www.omscholingdancers.nl/en/for-dancers/>

ODN will only refund the costs after receiving a complete study cost declaration.

When is a declaration complete?

It should include:

- Proof of payment(s)
- The corresponding invoice(s)
- A declaration form

Examples of a proof of payment are: receipts, copies of bank or credit card statements (or a print screen of that) or a payment overview provided by the educational institute.

On a bank statement the following information has to be mentioned:

1. Date of the payment
2. The amount
3. Description mentioning the invoice number or a payment reference
4. The bank account number the payment is made to
5. The bank account number the payment is made from

It has to be accompanied by an invoice that mentions what the payment is for, the amount and the organisation the payment should be made to.

As soon as the complete declaration has been received, the costs incurred will be transferred to you. Take into account that it usually takes a week to ten days.

We prefer to receive it by email to clients@omscholingdancers.nl but you can return it by traditional mail to ODN, Johan M. Coenenstraat 4, 1071 WG Amsterdam.

Advance

If the study costs are so high you cannot afford them, you can request an advance. You can do this via e-mail, stating the requested amount and what it is needed for, accompanied by an invoice. It usually takes around ten days for an advance to be transferred.

If you have received an advance and the bill has been paid, you should send the receipt of payment to ODN. The advance will then be settled with the full amount.

If for some reason you do not use the advance, the sum must be transferred back to ODN. Take into account that outstanding advances must first be settled before ODN continues to pay refunds!

Study progress

As an Omscholingsregeling user, you are obliged to make a written report of the progress in your retraining plan at least once a year. Sometimes, further support can even depend on the study results achieved. If this is the case, you will have been informed of it in the board's decision.

If you fail to report your study progress on time, this may lead to the costs paid by ODN being reclaimed in whole or in part. However, each dancer will receive at least one reminder. You can email your progress report to clients@omscholingdancers.nl

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Income support by ODN

When income support like a monthly benefit or a supplement to your WW has been approved to you there are a couple of things you should know

1. If you also receive unemployment benefit (WW) or are going to receive it, you must the letter which mentions a (definite) ending date of the WW benefit from the Employee Insurances Implementing Agency (UWV) as soon as you receive it. That's how we know when to start your monthly benefit
2. People receiving a benefit from ODN are obliged to declare their income monthly – even if you have no other income! If you receive a WW benefit you should mention it on the income form as well. Please add pay checks, specifications or invoices of all additional income. Earning additional income is permitted while receiving a substitute benefit from the Omscholingsregeling, as long as the total income does not exceed your last-earned salary as a dancer.
3. If the declaration of (additional) income is not made after one written reminder, this may result in ODN withholding benefit for the remaining period.

You can download the Income Form from the website

<https://www.omscholingdansers.nl/en/for-dancers/>

We prefer to receive it by email to clients@omscholingdansers.nl but you can return it by traditional mail to ODN, Johan M. Coenenstraat 4, 1071 WG Amsterdam.

Holiday allowance

During the period you receive a benefit, 8% holiday allowance will be calculated over the brute monthly amount. The allowance will not be reserved separately but added to the monthly amount.

Wage tax

Wage tax will be withheld on the gross monthly amounts paid out for income support. This tax is then paid by ODN to the tax authorities. When the ODN income support is the biggest part of your income, it is wise to apply wage tax reduction (loonheffingskorting) on the income support.

WIA, Ziektewet and WW


During the allowance period, ODN will not take out insurance for the claimant for the Work and Income according to Labour Capacity Act (WIA), the Sickness Benefits Act (Ziektewet) and the Unemployment Benefits Act (WW).

Pension

During the period of your studies, no more contributions will be paid into your pension scheme, as the pension regulations – unfortunately – do not allow for this.

There is, however, the possibility for you to contribute towards your pension in the form of

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annuity insurance, whereby you deposit a certain amount per month or per year in order to prevent a pension gap or to prevent it becoming too large. The premium you pay for this is partly tax-deductible. You can calculate what amount is tax-deductible via the website of the tax authorities: www.belastingdienst.nl.

NB: By doing so, you will no longer accrue pension in the existing pension scheme, but you can see it rather as compensation for the interruption of the period in which you accrue pension via an employer. If you would like more information about this, you should contact the Pensioenfonds Zorg en Welzijn via: www.pfzw.nl

Working as a dancer

Working as a dancer – either paid or unpaid – during the period that an allowance is received from ODN is only allowed with the express prior written permission of the board

For a complete overview of all conditions, rights and duties, we refer to the ODN regulations.

Contact details Omscholing Dansers Nederland

Address:	Johan M. Coenenstraat 4 1071 WG Amsterdam
Telephone:	06-22100177
e-mail :	info@omscholingdansers.nl
Declarations and income forms:	clients@omscholingdansers.nl
Website:	www.omscholingdansers.nl