



Nationaal Programma Onderwijs (NPO)

Zuyd has received €6.9 million from the National Program Education (in Dutch: Nationaal Programma Onderwijs (NPO)). This budget is to eliminate the effects of the corona crisis in education. Zuyd is using the money to give student life a boost. There is budget for fun social activities for and by students. There is also extra attention for help when you are having a hard time, such as help via a peer student (Zuyd LUISTER) or student psychologist. And help in finding a good internship or help with study delays.

The academic year 2023-2024 is the last year in which you can apply for NPO funds for organizing social activities. You can submit your applications until June 1, 2024. The activity must take place before 1 September 2024.

How does financial processing work for social activities?

There is a distinction between 'A. activities within your program' and 'B. activities for all Zuyd students'.

A) Activities for students within your program

- You discuss your plan with your head of programme and ask him/her for the academy's reference number (three-digit number).
- Submit your application with written approval of your head of programme via the application form.
- The NPO project team will review your application and let you know what amount will be awarded for the activity.

Handling via invoice supplier

- Prior to the activity, you ask the supplier/company where you are organizing the activity (such as a restaurant, event or activity venue) whether Zuyd can pay afterwards by invoice. Request the supplier to send an invoice to inkoopfacturen@zuyd.nl. The invoice is addressed to *Zuyd Hogeschool, attn. crediteurenadministratie, Postbus 550, 6400 AN Heerlen*. In addition, inform the supplier that the following information must be included on the invoice:
 - The budget number of the academy (three-digit number)
 - NPO is mentioned in the description
 - Name of the applicant for the activity (= the person who completed the web form)If this information is missing, Zuyd will not process the invoice.
- Upon receipt of the invoice and after approval by the budget holder¹ in Proactis², it is paid by Finance and Control Services.
- On a monthly basis, the allocated amounts are transferred to the academy's budget number.

Please note: it may happen that a restaurant or supplier requests a statement of guarantee from Zuyd so that they receive "proof" that Zuyd will pay the invoice. If this is required, please email npo@zuyd.nl with:

- The name of the restaurant or supplier and mailing address
- The final date of your activity.

Please attach the approval of your activity so we can see which amount has been approved by NPO. The NPO team then sends a mail with the statement guarantee to the restaurant or supplier.

Settlement via invoice supplier NOT possible

If it is really not possible for the supplier to send an invoice to Zuyd, there is a distinction whether you are student or employee:

1) The activity is organized by student(s):

If it is not possible for the supplier to send an invoice to Zuyd, as a student you may claim the expenses online via [Cashback](#)³. Make sure you upload the receipts/payment receipts as well as the email with the approval of your activity by NPO as pdf files. At the 'activity' field in Cashback, select 'NPO middelen'.

The payment takes an average of 2 to 4 weeks. After you have received the money, you arrange the settlement with your fellow students (if applicable).

¹ Budget holder is (usually) the head of programme

² Proactis is Zuyd's procurement and billing system

³ Cashback is available in Dutch and English. You can change language via the little flag in the top right corner.



2) *The activity is organized by a Zuyd employee:*

If it is not possible for the supplier to send an invoice to Zuyd, send an email to crediteuren@zuyd.nl. A member of Finance and Control Services will then contact you to see together what is possible.

B) Activities for all Zuyd students (Zuyd-wide)

After submitting your application, the NPO project team will review the application and will let you know what reimbursement you will receive (75% to 100%) of the cost. You will then also receive information about the financial settlement and whether a small co-payment from participants may be required.

Questions?

- For questions or consultation on finances, please email crediteuren@zuyd.nl.
- For other questions, contact the NPO project team at npo@zuyd.nl.