

GUIDELINES FOR HK NORWAY'S EDUCATION FUND

§ 1 Purpose

HK Norway's Education Fund aims to support training initiatives and competence development for members and elected representatives. The fund provides support for vocational education within the industries where HK Norway has the right to organize.

§ 2 Financing of the Fund

Three percent of the annual membership fees are transferred to HK Norway's Education Fund.

§ 3 Rights and Membership Requirements

Members who have been registered as continuous ordinary members of HK Norway for the last three years and are up to date with their membership fees can apply for support from the fund. Exceptions to the three-year membership requirement are members who wish to take vocational training and Norwegian courses, where it is required that the member has been an ordinary member for the last six months at the time of application.

Student members, apprentice members, and dual members do not have rights in the fund.

Members working in companies following the collective agreement between HK and AAF do not have rights in the fund, as they can apply for scholarships via the HK-AAF Competence Fund.

Members must maintain their ordinary membership in the union during their education and be up to date with their membership fees.

The education applied for must be vocationally relevant within the industries HK Norway has the right to organize.

Individual courses applied for must last at least five course days. No support is given for day courses.

§ 4 Grants

1. Support can be applied for the following expenses:
 - Course fees/tuition fees and semester fees
 - Mandatory course literature
 - Software required for the education
 - Calculator
 - Examination fees

Expenses must be documented, and documentation must always be attached to the application. For members taking vocational training under the Education Act § 23-2, the employer must cover the costs of teaching materials and examination fees if the company has a collective agreement.

2. The following expenses are not supported:

- Purchase of PCs or other hardware
- Living expenses and housing costs
- Lost earnings
- Travel expenses and expenses for mandatory trips/gatherings/excursions
- Consumables (e.g., backpack, glasses, writing materials, etc.)
- Subscriptions
- Other expenses not mentioned under point 1

3. The rates are as follows:

- Higher education: Up to NOK 20,000 per calendar year.*
- Full-year education: Up to NOK 14,000 per calendar year.**
- Vocational courses: Up to NOK 10,000. This is a one-time grant.
- Norwegian courses: Up to NOK 8,000 per calendar year.
- Other short courses: Up to NOK 8,000 per calendar year.

* Higher education refers to studies at university/college level or vocational school that generate study points.

** Full-year education refers to education lasting at least one semester but not generating study points, e.g., general study competence and additional courses.

For members receiving support from other scholarship schemes or employers, the scholarship may be reduced.

Only one education can be applied for at a time, and no scholarship can be applied for to retake subjects or education previously granted a scholarship.

The applicant is responsible for paying the invoice for the course fee to the educational institution. HK Norway should never be listed as the payer.

§ 5 Application Processing

- Applications are sent to HK Norway via a digital application form on "My Page." Necessary documentation of course admission and expenses must be attached to the application.
- Applications must be sent before the education applied for is completed, i.e., within the current semester for those taking semester-based education. No support can be applied for completed semesters or school years, nor for completed courses.

- Applications are processed by HK's organizational department. Applications are processed continuously, but it may take up to four weeks for processing.
- The granted amount is paid in two halves: The first part is paid when the scholarship is granted. The second part is paid upon submission of documentation that the education is completed, such as a course certificate, diploma, transcript, or similar. Exceptions to this provision are vocational training, where the entire amount is paid when the application is granted.
- The remaining scholarship must be claimed within three years. After three years, the remaining amount is returned to the fund.
- Scholarships are transferred to the member's private account.

§ 6 Appeals

The appeal deadline for individual decisions is 14 days after receiving the response. Appeals can be made based on the guidelines (procedural errors). The union board is the appeal body. Decisions made by the union board are final.

§ 7 Revision

HK Norway's union board sets the guidelines for, and is the board of, HK Norway's Education Fund. The scheme is subject to revision. The guidelines were last revised and adopted by the union board on November 29, 2024, and are effective from January 1, 2025.