

Family Allowance Office (CAF)

Appointed by the government, this office was set up to provide different types of benefits to persons with insufficient resources and whose situation allows to financial aid

4 very important points

1 In order to get a housing benefit foreign students, (except member states of the European Union) must have a valid temporary resident's card or the acknowledgement receipt for those renewing their card or have their visa validated by the Immigration office (OFII) but can apply for the benefit as soon as you have an accommodation.

2 In certain cases, the aid can be paid directly to your landlord and he/she deduces the difference from your rent.

3 If possible, you should anticipate any changes in personal situation, address, bank references, financial resources and inform the CAF to avoid an interruption in the payment of your aid.

4 You will receive a CAF number, and a secret 4 figure code. These 2 numbers are to be kept carefully as you will need them to access, consult or modify your personal file on www.caf.fr

PRES de l'Université de Lorraine

Nancy-Université



After an assessment of your resources and situation, you may be able to benefit from a rent allowance attributed by the Family Allowance Office (Caisse d'Allocation Familiale - CAF) of your town of residence.

Conditions - You or your partner must : **a**) be a holder of a rental contract **b**) pay a rent and have a rental or a housing receipt in your name **c**) not be accommodated by any relative **d**) co-renting a flat or in a university hall of residence or living in a hotel or in a furnished flat

Calculation of the allowance - It is calculated depending on : **a**) your financial resources **b**) your family situation **c**) the types of flat **d**) the place of residence **e**) your rent **f**) the number of children or persons under your care

Change of situation : The CAF must be informed of any change in your personal situation because it may give rise to a higher or lower allowance, **a**) any movement, even if it is just a change of room in the same university hall of residence, **b**) final departure: departure for another region or going back to your home country, **c**) change of bank, **d**) modification or change in your income, **e**) change in your family situation.

The payment

The allowance is paid at the end of the rental term, that is to say, on the 5th of the month following the payment of the rent (for example, the allowance of October is paid on November 5th.)

In all events the allowance is paid only from the 2nd month of your renting.

Flat sharing

You either rent the accommodation in one person's name : it is the student whose name appears on the lease who applies for the house benefit.

CAUTION : This method implies certain risks : if this student leaves the accommodation in the course of the year, the other co-tenants lose their right to access to the accommodation and the allowances. It is then necessary to draw up a new lease as well as family allowance application form.

Or all the tenants names appear on the lease: every resident therefore has to apply for rent rebate in his or her name. The amount of the rent indicated on the application form will be the total amount of the rent divided by the number of residents and the allowance will be shared between all the residents.

All rent allowance benefits are paid by the Family Allowance Office of your place of residence.

The *Accueil Info-Etudiants / Guichet Unique* can help you apply for your rent benefit on the Internet. This service can also sent the application on your behalf and acts as an interface with the CAF (Family Allowance Office) for the transmission of any documents and any correspondence.

To make an application for rent allowance, you must : **a**) have a fix accommodation, **b**) know the date when you moved in, **c**) know the total amount of your personal resources of the year prior to the request, **d**) possess a bank account in France and be able to provide a "RIB" or "RIP" (one's bank or postal slip) except students living in a university hall of residence, or those that have signed a direct payment to landlord, **e**) the payment of the allowance is made only by bank or postal transfer into an account in France, **f**) if you are a working student, you have to provide a copy of your certificate of National health insurance or the European Card of Health Insurance as well as a copy of the pay slip of the month when you moved into your accommodation, **g**) if you are a student on a scholarship due to social criteria, for example CNOUS grants holder, etc., you have to provide a copy of your scholarship attestation, **h**) on receiving your housing aid, the CAF (Family Allowance Office), examines your file and informs you as soon as possible of your rights. You will receive a letter at your address containing a card with the permanent benefit number, the secret code and informations about the amount of allowance granted.

MORE INFORMATION : at the *Accueil Info-Etudiants / Guichet Unique of Pres de l'Université de Lorraine*

in **Nancy** 34, cours Léopold – 54052 NANCY Cedex - Telephone : 00 33 (0)3 54 50 54 00

in **Metz** – Maison Alfred Grosser - Ile du Saulcy – 57000 METZ - Telephone : 00 33 (0)3 87 54 77 77
<http://www.nancy-universite.fr/guide.pratique/fr/indexfr.php>

Caisse d'Allocations de Familiale (Family Allowance Office) : <http://www.caf.fr>