



Application for exemption from the obligation to pay fees

ONLY THE GERMAN VERSION OF THIS OFFICIAL FORM IS LEGALLY BINDING. THE ENGLISH VERSION IS SOLELY PROVIDED FOR INFORMATION PURPOSES

Assessment of the obligation to pay or exemption from tuition fees for:

- o **International students** according to section 6 Landeshochschulgebührengesetz (LHGebG)
- o **Second degree students** according to section 8 (4) Landeshochschulgebührengesetz (LHGebG)

Applicant number:	Student ID number:
Family name:	First name
Date of birth:	Nationality:
Study programme (subject):	Degree sought:
Email address:	Address:

The higher education institutions in the state of Baden-Württemberg charge international students tuition fees of EUR 1,500 per semester and fees of EUR 650 per semester for a second degree programme. According to section 3 of the federal state act on tuition fees in higher education (Landeshochschulgebührengesetz, LHGebG), international students who are not citizens of an EU/EEA country are liable to pay fees.

As an international student, you are generally liable to pay fees. However, the law provides for exceptions and exemptions. If you fulfil the requirements and provide us with proof of this in good time before enrolment or re-registration, you do not have to pay the tuition fee.

If one of the exemptions listed below applies to you and you can prove this with the relevant documents and evidence, please send this form by email (certified copies of evidence must be sent by post) before the start of the lecture period of the semester in question to:

studiengebuehren@uni-ulm.de

Please note:

Please check the appropriate exception and enclose or attach the required supporting documents in the requested form.

The certified copies of the supporting documents must be submitted by post. Alternatively, you can submit them in person to the admissions office by prior appointment.

**Universität Ulm
Dezernat II
Abt. II-1 Zulassung
(admissions office)
Helmholtzstraße 22
89081 Ulm, Germany**



I hereby apply for exemption from the obligation to pay fees according to section 6 para 1, 2, 7 LHGebG or section 8 para 4 of the federal state act on tuition fees in higher education (Landeshochschulgebührengesetz, LHGebG):

☞ **Only for tuition fees international students:**

- o I have a Baden-Württemberg scholarship at Ulm University for the winter/summer semester.

Supporting document:

- Copy of the scholarship award

- o I am studying in a double-degree programme between Ulm University and another country.

Supporting document:

- Please send us the complete double-degree agreement by email

☞ **For tuition fees for international students and second degree students:**

- o I applied for a leave of absence in accordance with section 61 of the State Higher Education Act (LHG) before the start of the lecture period.

Supporting documents:

- Copy of the application for leave of absence (the application must be approved by the *Studiensekretariat* (student administration and examinations office)!)

- o Completion of the practical year in accordance with section 1 (2) sentence 1 no. 1 of the Licensing Regulations for Doctors

Supporting documents:

- Confirmation by the *Studiensekretariat* (admission to the practical year, if applicable)

- o Completion of a practical semester (school internship semester in "**block form**") in accordance with section 29 (3) sentence 2 LHG, especially for students on teacher education programmes

Supporting documents:

- Certificate of participation in the school internship semester from the Ministry of Education and Cultural Affairs or the school management

- o **I have a disability within the meaning of section 2 of the Ninth Book of the German Social Code, which significantly impairs my studies.**

Supporting documents:

- Please send us a certified copy of your disability certificate (stating the degree of disability)

We can only process your application if you submit the above-mentioned documents in the required form. If we do not receive any documents from you in a timely manner that justify an exception or exemption from the obligation to pay fees according to section 6 or section 8 para. 4 LHGebG, we assume that you are liable to pay fees as an international student or second degree student.



Obligation to cooperate

Pursuant to section 10 para. 1 sentence 3 LHGebG, you are obliged to immediately report any changes in circumstances that are relevant to the exception or exemption or about any declarations made in connection with the exception or exemption. Ulm University is not obliged to investigate this officially.

I declare that I have completed this form truthfully and have not altered the pre-printed text.

I certify that the information I have entered and the attached/enclosed supporting documents are complete and correct.

Failure to comply with the obligation to provide evidence and false statements may result in criminal prosecution.

Information on the processing of your personal data and your rights as a data subject can be found at: <https://uni-ulm.de/rechtliche-hinweise/datenschutz/>.

Please note

Electronic procedure

Ulm University carries out the procedure for charging tuition fees electronically. In particular, hearings, notifications and decisions relating to the charging of fees as well as the notification of administrative acts (notices) are carried out electronically.

Duration of the exemption from the obligation to pay fees for international students

Any exemption from tuition fees only applies provisionally for the duration of the validity of your documents. Please submit a new application and a certified copy of the updated supporting documents immediately after the expiry of the validity of your supporting documents. Please observe the re-registration deadlines. You can only re-register free of tuition fees once the application has been submitted and processed. We therefore recommend that you submit the follow-up application for the summer semester before 1 February and for the winter semester before 1 August.

Reimbursement

The reimbursement of tuition fees already paid may be considered in particular

- if the conditions for a statutory exception/exemption already existed at the time of enrolment or re-registration, but could not be proven through no fault of your own,
- if the conditions for a statutory exception/exemption are met within one month of the start of the lecture period and you claim them immediately within the month.

Translations

Documents are accepted in German or English.

Translations must be carried out by a sworn or authorised or publicly appointed translator. The translation must be submitted to the University with the translator's original stamp and signature.

Further information

Further information on tuition fees can be found here:

<https://www.uni-ulm.de/index.php?id=88657>