



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

Request for exemption from tuition fees

to establish whether the obligation to pay tuition fees applies:

- ☐ **International students** according section 6 of the Act on Fees in Higher Education of the state of Baden-Württemberg (Landeshochschulgebührengesetz, LHGebG)
- ☐ **Second degree students** according section 8 subsection 4 of the Act on Fees in Higher Education of the state of Baden-Württemberg (Landeshochschulgebührengesetz, LHGebG)

Student ID number/Reference number: _____ Nationality: _____

Surname: _____ First name: _____

Date of birth: _____ Email: _____

Subject (Study programme): _____

Degree (bachelor's/master's): _____

Address: _____

From the winter semester 2017/18 onwards, higher education institutions in Baden-Württemberg will be charging tuition fees of €1,500 per semester for international students and tuition fees of €650 per semester for students taking up a second degree. According to section 3 LHGebG, international students who are not citizens of an EU or EEA country have to pay tuition fees.

As an international student as well as student during the second degree study, you are generally obliged to pay tuition fees. However, the act includes exemptions where students who fulfill the required criteria are not obliged to pay tuition fees. If the exemption criteria apply to you and you provide the necessary documents of proof in due time before enrollment or re-registration, you do not have to pay tuition fees.

Print out and fill in this form if one of the following exemptions applies to you and you can provide them with the relevant documents and evidence. Please submit the form and the required documents of proof to Ulm University, Abt. Zulassung (Admissions), Tuition fees, 89069 Ulm, Germany:

I hereby request an exemption from the obligation to pay tuition fees according to section 6 LHGebG or section 8 subsection 4 LHGebG respectively:

(1) Only for the fee required international students:

- ☐ I have received Baden-Württemberg Scholarship at Ulm University for winter semester / summer semester _____

Proof: - copy of the scholarship certificate.

- ☐ I study as part of a double-Degree programme between Ulm University in Germany and other countries.

Proof: - please send us this completed form by email



(2) for both fee required international students and second degree students:

- ☐ I submitted a request for a leave of absence according to section 61 of the State Higher Education Act (Landeshochschulgesetz, LHG) before the lecture period started.

Proof: - copy of the request for a leave of absence
(The request form must be allowed by Office of the Registrar.)

- ☐ Practical year in accordance with § 1 subsection 2 sentence 1 number 1 of the Licensing Act for Doctors (Approbationsordnung für Ärzte)

Proof: - Confirmation from Office of the Registrar,
- if applicable: admission letter of practical year

- ☐ Practical semester (Schulpraxissemester in the "Blockform") in accordance with § 29 subsection 3 sentence 2 of the LHG, special for the student of Lehramt study programme

Proof: - certification of participation of Schulpraxissemester from ministry of education and cultural affairs resp. from school administration

- ☐ I have a disability within the meaning of § 2 of the Ninth Book of the German Social Code (Sozialgesetzbuch), which significantly impedes my ability to study

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

Please note:

Please send the signed form and the necessary documents **before the beginning of the lecture period of the respective semester** via mail to:

**Ulm University
Abt. Zulassung (Admissions)
Tuition Fees
89069 Ulm
GERMANY**

Your request can only be taken into account if the forms and documents were submitted as required. If you do not submit the necessary forms and documents which prove that the criteria for an exception or an exemption are fulfilled according to section 6 or section 8 subsection 4 of the LHGebG by the above date, we will assume that you are obliged to pay the tuition fees for international students or second degree students.

Obligation to cooperate

According to section 10 subsection 1 sentence 3 LHGebG, you are obliged to disclose immediately any changes relevant for the fulfillment of the exception criteria or the exemption from tuition fees, or which have been object of declarations relevant for the fulfillment of the exception criteria or the exemption from tuition fees. There is no official duty to investigate on the part of Ulm University.

I declare that the information provided in this form is true, and that I have not altered the form in any way.

I assure, that the information I have given as well as the documents of proof are complete and correct. Providing incomplete or false information or deliberately withholding information may have legal consequences.

For information on the processing of your personal data and your rights as a data subject, please visit:
<https://uni-ulm.de/rechtliche-hinweise/datenschutz/>.

City, Date

Your Signature

- Please note -

Electronic procedure

At Ulm University, the process of collecting fees is carried out electronically. In particular, information on hearings, notifications and decisions issued in regard to the collection of fees as well as official notifications are issued electronically.

Duration of the exemption

If you are exempt from paying tuition fees, this exemption is valid for as long as your documents is valid. Please submit this form again, along with a notarized copy of the new documents. Please also adhere to the re-registration deadlines. You may only re-register without having to pay tuition fees if your updated request and the notarized documents have been submitted and processed. We therefore ask you please to submit the form and the documents before 1 February for the summer semester and before 1 August for the winter semester.

Reimbursement

Tuition fees, which have already been paid, may be reimbursed, in particular,

- if you fulfilled the exception criteria before enrollment or re-registration but were not able to provide the necessary documents of proof through no fault of your own,
- if you qualify for an exception according to the relevant legal regulations within one month of the lecture period beginning and this is immediately claimed by you within this month.

Translations

Translations have to be produced by a sworn translator. The translation has to be submitted to the higher education institution bearing the original stamp and signature of the translator.

Further details

Further information on tuition fees can be found at
<https://www.uni-ulm.de/index.php?id=88657&L=1>