



Information form for second degree programmes

for assessing whether students are liable to or exempt from tuition fees according to § 8 of the federal state act on tuition fees (Landeshochschulgebührengesetz, LHGebG)

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

In accordance with § 8 LHGebG, the higher education institutions in the state of Baden-Württemberg charge second degree programme fees of EUR 650 per semester.

A tuition fee is payable for simultaneous enrolment in two undergraduate or two consecutive master's degree programmes from the semester following the semester in which your degree certificate was issued in the first degree programme.

The following information and, if applicable, supporting documents and proof (examination certificates, proof of enrolment/termination of enrolment) are required to check whether you are liable to pay fees and for possible exceptions.

Please tick only the boxes that apply to you:

- I have not yet obtained a higher education degree in Germany.
- I am not yet enrolled in any other degree programme at a higher education institution in Germany.
- I am not about to complete a degree programme at a higher education institution in Germany.
- I have already obtained one or more higher education degrees in Germany.

1. Higher education degree

Designation: _____

(e.g., *Physics, Bachelor of Science*)

Higher education institution/location: _____

(e.g., *Ulm University*)

2. Higher education degree

Designation: _____

(e.g., *Management and Economics, Bachelor of Science*)

Higher education institution/location: _____

(e.g., *Ulm University*)

3. Higher education degree

Designation: _____

(e.g., *Dentistry, state examination*)

Higher education institution/location: _____

(e.g., *Ulm University*)



- o I am already enrolled in one or more degree programmes at one or more higher education institutions in Germany.

1. Study programme

Designation: _____
(e.g., *Physics, Bachelor of Science*)
Higher education institution/location: _____
(e.g., *Ulm University*) Expected graduation date: _____
_____ (e.g., *October 2017*)

2. Study programme

Designation: _____
(e.g., *Management and Economics, Bachelor of Science*)
Higher education institution/location: _____
(e.g., *Ulm University*) Expected graduation date: _____
_____ (e.g., *October 2017*)

However, the law provides for exceptions. If you fulfil these requirements and provide us with proof of this in good time before enrolment or re-registration by means of appropriate documents (e.g. informal written declaration, etc.), you do not have to pay the second degree programme fee.

- o The second degree programme is required due to professional regulations (e.g. oral and maxillofacial surgery).
- o Complementary subject in the teacher education programme:
 - ☞ This refers to admission to the study of a complementary subject in the teaching profession both within the framework of the expiring state examination degree programmes and within the framework of the new, supplementary master's degree programmes in complementary subjects, which are taken up after completing a teaching-related bachelor's degree programme, a Master of Education or the second state examination.
 - ☞ The complementary subject is: _____

Please note: Send the signed form with the relevant documents by e-mail to:

studiengebuehren@uni-ulm.de

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 by the above date that justify an exemption from the obligation to pay fees according to section 8 LHGebG, we assume that you are liable to pay fees for a second degree programme.



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 obligation to pay fees, exception or exemption or about any declarations made in connection with the obligation to pay fees, exception or exemption. Ulm University is not obliged to investigate this officially.

If you are enrolled in another degree programme, you must inform us immediately and without being asked when you complete this degree programme (date of the degree certificate).

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/>.

Notes

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.

Exemption from fees

Students can be exempted from the obligation to pay fees upon application

- during periods of leave of absence, provided that the application for leave of absence was submitted before the start of the lecture period,
- during a semester in which the practical year is completed in accordance with the Licensing Regulations for Doctors,
- during a practical semester (according to section 29 (3) sentence 2 LHG),
- if they have a disability within the meaning of section 2 of the Ninth Book of the German Social Code, which significantly impairs their studies.

According to section 10 (3) sentence 2 LHGebG applications must be submitted before the start of the lecture period.

Reimbursement

The reimbursement of tuition fees for second degree programmes already paid may be considered in particular

- if the conditions for a statutory 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 exemption are met within one month of the start of the lecture period and you claim them immediately within the month.

Further information

Further information on tuition fees can be found at our website:

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