Request for exemption from tuition fees for International Students

to establish whether the obligation to pay tuition fees according to sections 3 to 10 of the Act on Fees in Higher Education of the state of Baden-Württemberg (Landeshochschulgebührengesetz, LHGebG) applies

Student ID number/Reference number: ____________________ Nationality: ____________________
Surname: ____________________ First name: ____________________
Date of birth: ____________________ E-mail: ____________________
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), D-89069 Ulm:

I hereby request an exemption from the obligation to pay tuition fees according to section 6 subsection 1, 2 LHGebG and 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 e-mail

**(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 alternatively from school administration

**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 3, 5, 6, 7 of the LHGebG by the
above date, we will assume that you are obliged to pay the tuition fees for international students or for a second degree study.

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.

________________________________________  ________________________________
City, Date                                              Signature
**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 or the exemption 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 or an exemption 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/en/study/application-and-enrolment/studiengebuehren/](https://www.uni-ulm.de/en/study/application-and-enrolment/studiengebuehren/)