



**Application for (partial) remission of tuition fees  
pursuant to § 1 (2) LHGebG in conjunction with § 22 (2) LGebG**

**winter semester 20\_\_\_\_/\_\_\_\_**

**summer semester 20\_\_\_\_**

Matriculation/applicant no.: \_\_\_\_\_ Nationality: \_\_\_\_\_

Family name: \_\_\_\_\_ First me: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Email: \_\_\_\_\_

Subject (programme): \_\_\_\_\_

Aspired degree (bachelor's/master's/state examination): \_\_\_\_\_

Address: \_\_\_\_\_

**Important: Please tick the appropriate box and enclose supporting proof.**

I request a (partial) remission of

pursuant to § 1 (2) LHGebG in conjunction with § 22 (2) *Landesgebührengesetz* (LGebG) due to personal or material inequity pursuant to § 22 (2) LGebG

the remission of my already deferred tuition fees for

winter semester 20\_\_\_\_/\_\_\_\_

summer semester 20\_\_\_\_

The application is based on

the fact of inequity since teaching and examination offers as well as supervision were not available, or available only to a very limited extent, and essential courses (e.g. several compulsory courses did not take place) and course examinations or repeat exams were not offered,

the cancellation of final exams for the winter semester 20\_\_\_\_/20\_\_\_\_ / summer semester 20\_\_\_\_ and the resulting necessity to re-register for the winter semester 20\_\_\_\_/\_\_\_\_ / summer semester 20\_\_\_\_,

the fact that I cannot attend course and exams for reasons for which I am not responsible (e.g. closure of laboratories, day-care centres or schools and the resulting need to look after my children myself, or an official ban on entry.)

the reimbursement after exmatriculation pursuant to § 4 (2) sentence 3 LHGebG. This request can be submitted until one month after the start of the lecture period.



**Please enclose the following documents and all necessary proof / evidence with this request:**

1. A short CV indicating, in particular, details of your previous employment.
2. An informal statement of reasons. Please describe your situation in detail and explain why you have gotten into a situation of need through no fault of your own after taking up your studies and why the payment of tuition fees for the requested semester represents a financial hardship or a material and/or personal inequity.
3. Enclose supporting evidence with your statement of reasons. Please note that without sufficient proof, a waiver cannot be granted. Ulm University is not obliged to clarify the facts in an official investigation (*Amtsermittlungsverfahren*). Since we use only the documents you submit for checking your request, the principle of explanation applies. If these documents are not sufficient or relevant as evidence of your situation, we must unfortunately reject your request. Reference is made to § 10 (2) LHGebG.

Important notes and explanation of the application:

The request for a (partial) waiver alone does not affect the maturity of the tuition fees. It is still due in full within the deadlines for continuing studies (re-registration). Each request will be checked and decided individually. No future claims can be derived from this. This does not affect the timely payment of the semester fee (student services, student body and contribution to administrative costs).

With my signature I assure that, to the best of my knowledge, the information provided is complete and correct. I am aware that all information provided is the basis for a possible waiver of tuition fees and that I must notify any subsequent changes without delay. I am also aware that Ulm University may request further documents in case of indications of possibly incomplete or incorrect information.

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Place, date

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Signature

Please email the signed request with all required documents as a pdf to [studiengebuehren@uni-ulm.de](mailto:studiengebuehren@uni-ulm.de)