

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

Request of exemption from Tuition Fees for International Students



Hochschule Reutlingen
Reutlingen University

Application ID/Student ID number: _____

Last name: _____ First name: _____

Date of birth: _____ E-mail: _____

Course of studies: _____

Nationality: _____

I herewith apply for exemption from the obligation to pay tuition fees for the following reason:
(please tick accordingly)

- I have a **leave of absence**.
Proof: the grant for the leave of absence

- I am in a **practical study semester**.
Proof: a written confirmation from the internship office

- I have a severe **disability** which impedes studying
Proof: the disabled person's pass with a minimum of a 50% degree of disability or an equivalent official document

- I have a **residence permit** according to § 55 asylum law and the nationality of Eritrea, Syria, Somalia, and Afghanistan
Proof: the residence permit and corresponding nationality

- I have special talents (above-average, outstanding exam results and social criteria) on the basis of §6, paragraph 4+5 of the State Law Governing Fees for Institutions of Higher Education (LHGebG). Those eligible to apply are students enrolled at the university who are in the second semester of their respective study programme. Students who have children or can prove that they spend a considerable amount of time volunteering to help other students may receive a bonus.
Proof: a) Transcript of records
b) A notarized copy of an official identification document that states nationality
c) If applicable, evidence of children that you provide for
d) If applicable, evidence of volunteer work done here at the university

An exemption from the obligation to pay the tuition fee can only be stated 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 exemption are fulfilled, we will assume that you are obliged to pay the tuition fees for international students.

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Please submit this request of exemption completed with the necessary proofs in single copy until re-registration, at the latest before the beginning of the lecture period. Applications for exemption on the basis of special talents must be submitted for winter semester by 15.09. at the latest and for summer semester by 01.03. at the latest.

Send this signed application with the relevant proofs in due time to:

- Reutlingen University, Admissions Office, Alteburgstr. 150, 72762 Reutlingen or
- via e-mail to info.zulassung@Reutlingen-University.de.

Obligation to cooperate:

You are obliged to immediately disclose any changes relevant for the fulfillment of the exception criteria, the exemption from or the reduction of tuition fees, or which have been object of declarations relevant for the fulfillment of the exception criteria, the exemption from or reduction of tuition fees.

City, Date

Signature

Information:

Electronic procedure

At the Reutlingen University, the process of collecting fees is expected to be 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. The information will be sent to the e-mail address which you gave to us. **Please check your e-mail account regularly.**

Duration of the exception

If your residence permit effects that you are not obliged to pay tuition fees, this exception shall be valid for the duration of your residence permit. Please submit this form again, along with a notarized copy of the new residence permit, as soon as your current residence permit expires. Please also adhere to the re-registration deadlines. You may only re-register without having to pay tuition fees if your updated form and the notarized documents have been submitted and processed. We therefore ask you to please submit the form and the documents in due time before the beginning of the lecture period.

Payment of separate fees for enrollment and re-registration

Please note that even if you are not obliged to pay tuition fees for international students, you still have to pay enrollment or re-registration fees: Studierendenwerk fee, administration fee, fee for the student body representative committee (Verfasste Studierendenschaft). In certain rare cases there might be an obligation to pay "Tuition Fees for a second degree".

Reimbursement and subsequent charge

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,
- if you qualify for an exception according to the relevant legal regulations within one month of the lecture period beginning,
- if an Exmatriculation occurs within one month of the begin of the lecture period.

In case a fee was not charged although the obligation was given, the tuition fee can be charged subsequently.

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Notarized copies

Original documents or notarized copies must be provided for the enrollment. Notarized copies have to be notarized by municipal authorities (e. g. city hall, citizens service office) or a notary. Documents notarized by other entities (e. g. AStA, health insurance provider) will not be accepted.

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.