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Information on Tuition Fees for International Students



according to section 3 and following sections of the Act on Fees in Higher Education of the Land of Baden-Württemberg (Landeshochschulgebührengesetz, LHGebG)

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

Students enrolled before the fall/winter semester 2017/2018 can finish their studies free of charge. Tuition fees are to be paid in case of a change of the course of studies (also from bachelor to master) or university study place.

As an international student you are generally obliged to pay tuition fees. However, the act includes certain exceptions where international students who fulfill the required criteria are not obliged to pay tuition fees. If the exception criteria apply to you and you provide the necessary documents of proof in due time, you do not have to pay tuition fees.

Please submit the information form attached below filled out with the necessary documents in simple copy in due time before enrollment or re-registration. Please only tick what applies to you. To enroll you must bring the original or certified copies of the documents you sent with.

Please send the signed form and the necessary documents via e-mail

info.zulassung@Reutlingen-University.DE.

Further information can be found here:

<https://www.reutlingen-university.de/vor-dem-studium/deine-bewerbung/deine-einschreibung/studiengebuehren/>

Information Form



Hochschule Reutlingen
Reutlingen University

to establish whether the obligation to pay tuition fees applies

Please fill in and tick accordingly:

Application ID/Student ID number: _____

Last name: _____ First name: _____

Date of birth: _____ E-mail: _____

Course of studies: _____

Nationality: _____

- I have a residence permit for Germany not only for study purposes,
(indicate also the case!)
- but also for family-related reasons (e. g. spouse, life partner or child of a German citizen, an EU/EEA citizen or a foreigner with a settlement permit).
 - as I had to flee from my homeland.
 - because of other reasons: _____

Proof: Copy of the residence permit

- In the past I have been in Germany for at least five years in total and have then been legally employed.
- Proof:**
- Overview table of: Times of residence (from month/year until month/year),
Times of employment (from month/year until month/year)
 - Copy of tax assessment notices
 - Copy of residence permit(s)
 - Proof from the employer

- One of my parents has resided and worked legally in Germany for three of the six years before the begin of the study program.
- Proof:**
- Copy and official translation of the birth certificate
 - Overview table concerning the parent of: Times of residence (from month/year until month/year), Times of employment (from month/year until month/year)
 - Copy of tax assessment notices
 - Copy of residence permit(s)
 - Proof from the employer

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I have already obtained a bachelor's AND a master's degree in Germany.

Proof: Copies of **BOTH** German degree certificates

I have already obtained a state examination degree or a Diplom degree or a Magister degree in Germany.

Proof: Copy of the German degree certificate

An exception 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.

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

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Information:

Electronic procedure

At the Reutlingen 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. 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 enrollment or re-registration.

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: Studierendewerk 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.

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.