

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

Request for exemption from Tuition Fees for International Students



Hochschule Reutlingen
Reutlingen University

according to section 6 of the Act on Fees in Higher Education of the Land of Baden-Württemberg
(Landeshochschulgebührengesetz, LHGebG)

Application ID/Student ID number: _____

Family name: _____ Given name: _____

Date of birth: _____ E-mail: _____

Degree programme: _____

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: certificate confirming leave of absence
- I am in a **practical study semester according to section 29 subsection 3/2 of the State Law on Higher Education (Landeshochschulgesetz, LHG)**.
Proof: written confirmation from the internship office
- I have a severe disability which impedes studying as defined in section 2 of the Ninth Social Code (Neuntes Sozialgesetzbuch)
Proof: disabled person's pass with minimum 50% degree of disability or an equivalent official document
- I have permission to remain according to section 55 subsection 1 of the Asylum Act (Asylgesetz) and citizenship of a country with a recognition rate of 50 percent or more by the Federal Office for Migration and Refugees (Eritrea and Syria).
https://www.bamf.de/SiteGlobals/Forms/Suche/EN/Expertensuche_Formular.html;jsessionid=D851807E0DA546F16FF3C6DDC14B4D1C.internet561?nn=282388&cl2Categories_Bereich=integration&faqId=341282&cl2Categories_Typ=faq&cl2Categories_Themen=integrationskurseoeffnung&pageLocale=de&cl2Categories_Zielgruppe=zugewanderteteilnehmende
Proof: officially certified copy of residence permit (city / town hall, notary) and citizenship of Eritrea or Syria.
- I have particular talents (e.g. above-average, outstanding exam results and social criteria) as set out in the Statute on Exemption from Tuition Fees for International Students. Students enrolled at the university who are in the second subject-related semester of their respective degree programme are eligible to apply. Students who have children or who can prove that they spend a considerable amount of time supporting other students on a voluntary basis may receive a bonus.
Proof: a) Transcript of records
b) A copy of an official identity document showing your nationality

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- c) If applicable, evidence of children that you provide for
- d) If applicable, evidence of volunteer work done at the university

Please complete this Application for Exemption and submit a single copy of it, together with the necessary supporting documents, **by the reregistration period, or at the latest before the start of the lecture period.** Applications for Exemption on the Basis of Particular Talents must be submitted by 15 September for the winter semester and 1 March for the summer semester.

Please send the signed application with the relevant supporting documents before the deadline to

- Hochschule Reutlingen / Reutlingen University, Admissions Office (Zulassungsamt), Alteburgstr. 150, 72762 Reutlingen or
- by email to info.zulassung@Reutlingen-University.DE

City, Date

Signature

Please note:

Obligation to cooperate:

You must inform us immediately of any changes in your circumstances which relate to the exception, exemption or reduction of tuition fees, or about which you have made declarations which relate to the exception, exemption or reduction of tuition fees.

An exemption from the obligation to pay the tuition fee can only be granted if the forms and documents are submitted as requested. If we have not received the necessary forms and documents from you to justify exemption from tuition fees according to section 6 of the Act on Fees in Higher Education of the Land of Baden-Württemberg (Landeshochschulgebührengesetz, LHGebG) by the deadline, we will assume that you are obliged to pay the tuition fees as an international student.

Electronic procedure

At Reutlingen University, the process of collecting fees is carried out electronically according to section 10 subsection 5 LHGebG. In particular, information on hearings, notifications and decisions issued in regard to the collection of fees as well as administrative notifications can be issued electronically. The hearings, notifications and decisions will be sent by the university to the e-mail address which you have given to us.

Payment of other fees for enrolment or re-registration

Please note that even if you are exempted from paying tuition fees for international students, you still have to pay the following fees for enrolment or re-registration: social fee (Studierendenwerksbeitrag), administration fee, contribution to the Constituted Student Body (Verfasste Studierendenschaft).