

Application for exemption/waiver from paying long-term tuition fee

for the

A separate application must be submitted for each semester.

Surname, first name:	
Street, house number:	
Postcode, town:	
Course of study:	
Matriculation number:	

1. I apply for **exemption from the obligation to pay the long-term tuition fee**
(13 para. 1 sentence 2 NHG)
2. I apply for a **waiver of the long-term tuition fee because of unreasonable hardship**
(14 para. 2 NHG)
3. I apply for a waiver of the long-term tuition fee because of a defined epidemic situation of national or state-wide significance, a declared disaster or any other special situation due to which studying and teaching at the university is restricted or not possible for at least a major part of the semester (14 para. 2 sentence 4 NHG)

Please note:

This application should be submitted before the end of the period for re-registration (until 15th December for the summer semester and until 15th June for the winter semester) but at the latest until one month after the end of the lectures in the corresponding semester.

To 1.: Reason for exemption

Caring for children during the studies which are under the age of 14 at the start of the semester

I attach the following:

- **Birth certificate** of the youngest child
- **Household certificate** from the registration office

Caring for a close relative in need of care

I attach the following:

- **Expert opinion issued by the Medical Review Board** (§ 3 para. 2 Caregiver leave law)
- **Proof for the degree of relationship** (§ 7 para. 3 Caregiver leave law)

Leave of absence

Leave of absence is granted ex officio upon application by April 1 for the summer semester and by October 20 for the winter semester.

Period of study abroad

Exemption is granted ex officio upon application if a period of study abroad is provided for in the study or examination regulations.

Completion of a practical semester

Exemption is granted ex officio upon application if a practical semester is provided for in the study or examination regulations.

To 2.: Waiver because of unreasonable hardship

A handicap or severe illness has prolonged the duration of study

I attach the following:

- **official medical certificate** (§ 14 para. 2 sentence 3 NHG)

Being a victim of a criminal offence has prolonged the duration of study

I attach the following:

- **Proof of damage to health within the meaning of § 1 of the Victim Compensation Act (e.g. court judgment)**
Further suitable proof can be decided after personal counselling at the Enrolment and Examination Office.

Re 3: Decree due to an epidemic situation or a disaster situation

I attach the following:

- **Written explanation** as to why the situation has hindered progress in your studies and why the study period has been extended as a result

For the case this application gets approved and you have already paid the long-term tuition fee please submit your current bank account for the **refund**.

Account holder:			
IBAN:			
Bank:		BIC:	

Declaration:

I confirm the completeness and accuracy of the attached proofs as well as the stated information.

Place, date

Signature