

Application for Exception/Exemption from the Tuition Fee

for international students during / as of summer/winter semester 20__ / __

for a second degree during / as of summer/winter semester 20__ / __

Matriculation number: _____ Date of birth: _____

Last name, first name: _____

E-mail address: _____

Postal address: _____

I request an exception/exemption from the obligation to pay tuition fees because of

- an exception applicable to international students → please fill in the Information Form for International Students
- an exception applicable to second-degree-students → please fill in the Information Form for a Second Degree
- a German university entrance qualification → Proof: university entrance qualification (notarized copy or presentation of the original + simple copy) *only possible for international students*
- a temporary resident permit (Aufenthaltsgestattung) according to § 55 subs. 1 of the Asylum Act (Asylgesetz) → Proof: document in lieu of an identity card (notarized copy or presentation of the original + simple copy) *only possible for international students*
- an academic leave of absence → Proof: confirmation by the Admissions Office
- a practical semester → Proof: internship contract including details on the duration (notarized copy or presentation of the original + simple copy)
- a disability which causes considerable difficulties during the studies → Proof: disabled person's pass, medical certificate including an explanation why the disability causes considerable difficulties (notarized copy or presentation of the original + simple copy)
- unexpected financial difficulties through no fault of my own which occurred **after** taking up the studies → Proofs: bank statements for all bank accounts, detailed explanation of how the financial difficulties arose, a list and answers of authorities who were asked for support without success
- another reason (e. g. legal decree, state agreement):

→ Proof: appropriate document of proof (notarized copy or presentation of the original + simple copy)

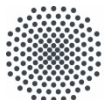
Please refund tuition fees that I have already paid to the following bank account:

Account holder _____

IBAN _____

BIC / Swift _____

Name of the bank _____



Application for Exception/Exemption from the Tuition Fee – page 2

I declare that the information provided in this form as well as the documents of proof are correct and complete, and that I have not altered the form in any way.

I have been informed that I must notify the university immediately, and without being asked, of any changes relevant for my request.

Providing incomplete or false information or deliberately withholding information may have legal consequences.

Location, date

Signature (original)

Legal basis and additional information:

According to § 10 of the Act on Fees in Higher Education of the Land of Baden-Württemberg (Landeshochschulgebühren-gesetz; Gov. Journal 2017, p. 248f.), you are obliged to make this declaration on accurate information. If there are any indications that the information is incomplete or incorrect, the university may request further information and documents of proof.

According to § 14 of the Data Protection Act of the Land of Baden-Württemberg (Landesdatenschutzgesetz), you are hereby informed that the information provided in your request (personal data) is stored and digitally processed by the Admissions Office. Upon written request, the Admissions Office will send you a complete record of your data. In the case of incorrect data, you may request for correction (§ 22 LDSG).

Important Information:

Payment obligation: The payment obligation remains in force until you receive the official notification regarding the exception/exemption from tuition fees. If you have already paid the tuition fee it will be refunded in case that the exception/exemption is granted.

Deadlines: The application has to be submitted in paper form (not via e-mail) to the Admissions Office **by the day of your enrollment or by the re-registration deadline** (SS 15.02., WS 15.08.)!

Exceptions: An application on the grounds of a temporary resident permit, a leave of absence, a practical semester or a disability may be submitted **before the beginning of the lecture period**. If reasons justifying an exception/exemption occur later on, the application has to be submitted as soon as possible.

Completeness: The application is only considered complete if you have attached the required documents of proof. If these are missing, the application won't be processed.

Please submit the **Application for Exception/Exemption**, the **Information Form** (if necessary) and the required **documents of proof** to the Admissions Office:

Universität Stuttgart, Studiensekretariat: Studienbeiträge/-gebühren, Haus der Studierenden, Pfaffenwaldring 5 c, 70569 Stuttgart

Visit our website **for more information:**

<https://www.student.uni-stuttgart.de/en/organizing-studies/formalities/tuition-and-fees/tuition-fee/index.html>

To be filled in by the Admissions Office:

Application approved / rejected:

Refund amount: EUR _____

Confirmation of factual accuracy: _____

Payment order to the Cashier's Office: _____

To be filed at: STD / STA