

Application for waiving tuition fees due to the corona pandemic in SS / WS 20___/___

Matriculation number: _____ Date of birth: _____

Surname, forename: _____

Email address: _____

Postal address: _____

I hereby apply to waive tuition fees, in accordance with § 7 Landeshochschulgebührengesetz (LHGebG) due to (only possible for winter semester 2020/21, and only if the fee has not yet been paid)

- a)** unexpected financial hardship through no fault of my own that occurred **after** commencing your studies (An application for waiving tuition fees due to unexpected financial hardship cannot be submitted, if the tuition fee has already been paid, this also applies to the SS 2020.)

► Please be aware of the application deadline for the WS 2020/21: **15.08.2020** (re-registration deadline)

I hereby apply to waive tuition fees, in accordance with § 22 Abs. 2 Landesgebührengesetz (LGebG) due to

- b)** the cancellation of final examinations, and the resulting extension of studies

I have taken a leave of absence this semester and hereby apply to waive tuition fees, in accordance with § 22 Abs. 2 Landesgebührengesetz (LGebG) due to

- c)** You have been prevented from returning to or entering Germany on time and were therefore unable to attend mandatory course events and examinations. You are unable to access or use online course content, on-site facilities (laboratories etc), or participate in examinations.
- d)** My child's/children's nursery or school has been closed and I must care for my children, which is why I am unable to take part in my study program or attend examinations.

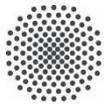
► Please note for b), c), d): You can only apply to waive tuition fees in the SS 2020 and in the WS 2020/21. An application for a previous semester is not possible.

Please send the following documents with this application:

for a) – d): a statement in which you explain and justify your situation in detail, as well as

for a) Unexpected financial hardship:

1. Strong evidence that your financial difficulties are due to the corona pandemic (e.g. losing your job: work contract and termination)
2. Bank statements from all giro/savings accounts and credit card accounts from the last two months (including your account balance at the end of the month)
3. Proof of student financing for the first issuance of your residence permit (e.g. bank statements from a blocked account, scholarship approval or similar) and your plans for financing your studies until the end of your degree
4. Proof that you have applied for a KfW student loan and interim financial assistance (assistance (emergency government funding for corona hardship cases – you can apply for this until August) and further proofs of unsuccessful attempts in securing financial aid (e.g. rejections for job applications, scholarships. MWK allowance etc.



for b) Cancellation of final examinations:

1. notification of the cancelled examination(s) that you still need to sit to pass your degree, and the new examination date
2. the current transcript of records

for c) Prevented (re)entry to Germany:

1. proof that you were prevented from returning to Germany, e. g. communication with the embassy incl. the visa rejection or entry ban
2. if so, confirmation of the cancellation of your train/flight ticket
3. appropriate proof, that you cannot take part in the online seminars of your study program, and a list of these seminars
4. appropriate proof, that you cannot take part in presence seminars or/and examinations, and a list of these seminars or/and examinations

for d) Childcare:

1. notification of which nursery / school your child attends
2. notification of the closure of the nursery / school and its duration
3. your child's birth certificate (copy)
4. appropriate proof (current registration certificate) or statement specifying to what extent you are responsible for providing daycare for your child

for a) – d): Further proof that you consider important (voluntary)

If you have already paid the tuition fee it should be:

- used for the next semester
- refunded to the following bank account:

Account holder _____

IBAN _____

BIC / Swift _____

Name of the bank _____

I declare that the information provided in this form and the attached documents 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.

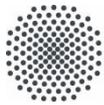
Providing incomplete or false information or deliberately withholding information may have legal consequences.

Location, date

Signature (handwritten)

Legal basis and additional information:

In accordance with § 10 Landeshochschulgebührengesetz (GBL 2017, P. 248f.), you are obliged to provide accurate and truthful information. If there is any indication that the information is incomplete or false, the university retains the right to demand further documents of proof or further proofs. In accordance with § 14 Landesdatenschutzgesetz Baden-Württemberg, you are hereby informed that the information (personal data) included in your application will be collected by the admissions office and electronically processed. Upon written request to the admissions office, you can receive a complete copy of any data that has been stored. You have the right to request that any incorrect data be corrected.



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