



**Application for (Partial-) Waiver of Student Fees for International Students  
in accordance with § 7 of the State Higher Education Fees Act (Landeshochschulgebührengesetz,  
LHGebG) and § 22, paragraph 2 of the State Fees Act (Landesgebührengesetz, LGebG)**

Surname, first name \_\_\_\_\_

Address (street, postcode, town) \_\_\_\_\_

Nationality \_\_\_\_\_

Registration number / student number \_\_\_\_\_

Degree programme \_\_\_\_\_

Intended qualification  Bachelor's  State exam.  Master's (consecutive)

I am hereby applying for a waiver of student fees for international students for the

winter semester 20\_\_\_\_ / 20\_\_\_\_  summer semester 20\_\_\_\_

in accordance with **§ 7 LHGebG** due to financial emergency.

in accordance with **§ 22, paragraph 2 LGebG** due to personal or factual inequity.

This application is made for the following reason:

- financial hardship encountered following commencement of my course of studies, and through no fault of my own. My application in accordance with **§ 7 LHGebG** is accompanied by the following documents:
- detailed description of my situation and reason (max. 1 DIN A4 page) why having to pay the tuition fee for international students will result in a financial emergency including a detailed description of applications to other funding options (see Attachment 5 on the Application for (Partial-) Waiver of tuition fee for intern. students) and
  - submission of bank account information with account statements of the last six months from the date of application and
  - overview and proof of my income in the last six months (e.g. employment contract, certificate from employer) and
  - projection of my income and outgoings for the coming six-month period.
- Lack of authorisation to enter Germany and inability to participate in lecture courses and sessions offered by the University. My application in accordance with **§ 22, paragraph 2 LGebG** is accompanied by the following documents:
- written outline of causes (maximum of one A4 side) and
  - written communication with the German embassy or copy of a valid residence permit for the purposes of study / visa

<input type="checkbox"/>	<p>Delay of my examination and subsequent requirement to re-register for a further semester. My application in accordance with <b>§ 22, paragraph 2 LGebG</b> is accompanied by the following documents:</p> <ul style="list-style-type: none"> <li>• written outline of causes (maximum of one A4 side) <u>and</u></li> <li>• complete list of current grades / transcript of records <u>and</u></li> <li>• proof of cancellation of the original examination from the examination office <u>and</u></li> <li>• proof of the planned rescheduling of the examination from the examination office</li> </ul>
<input type="checkbox"/>	<p>Another form of hardship for which I was not responsible. This includes the closure of laboratories required for study, childcare or schools and the resulting need to care for a child/children. My application in accordance with <b>§ 22, paragraph 2 LGebG</b> is accompanied by the following documents:</p> <ul style="list-style-type: none"> <li>• written outline of causes (maximum of one A4 side) <u>and</u></li> <li>• proof relevant to my specific circumstances: <ul style="list-style-type: none"> <li>○ written notice of closure of a laboratory (including confirmation from the relevant examination office that no other credits can be gained in the same semester,</li> <li>○ written notice of the closure of childcare / school,</li> <li>○ birth certificate of the child / children aged under 12.</li> </ul> </li> </ul>

**Electronic procedure**

Heidelberg University has implemented an electronic procedure for fee collection. In particular hearings, notifications, and decisions related to fee collection as well as notifications of administrative acts (notices) will be communicated electronically.

**Application Documents and Deadline**

The application must be completed in full and must be signed. The reasons given above must be substantiated by relevant evidence. The application according to **§ 7 LHGebG** with the associated evidence must be sent to the following email address by **July 15th** for the following winter semester or **February 15th** for the following summer semester (each date of receipt). The application in accordance with **§ 22 (2) LGebG** with the associated evidence must be sent to the following email address **no later than one month after the start of lectures for the winter semester or one month after the start of lectures for the summer semester** (each date of receipt): [studiengebuehren@zuv.uni-heidelberg.de](mailto:studiengebuehren@zuv.uni-heidelberg.de)

An approval of your application is impossible without the corresponding documents!

Important note and declaration:

<p>Note: applying for a waiver of student fees does not affect the due date of the student semester fees. This is still due in total within the deadlines for continuing studies (re-registration).</p> <p>If you intend to apply for a waiver of tuition fees according to § 7 LHGebG, please note that both an approval of your application and a refund of the tuition fees for international students in the amount of € 1,500 are excluded if this fee has already been transferred by you to your student account for the following re-registration semester. Payment of the student contribution for the semester remains obligatory [contributions to the student services organisation (Studierendenwerk), student body, and administrative fee]. Each application will be considered on an individual basis. The likelihood of an application being successful in the future can therefore not be determined on the basis of the current process.</p> <p>In signing this application, I guarantee that to the best of my knowledge, the information provided on this document is complete and correct. Relevant proof has been provided along with this application. I am aware that providing negligent or deliberately false information is considered an administrative offence and can lead to exclusion from this procedure or, should false information be identified at a later point, to revocation of the waiver. Furthermore, I confirm that I will immediately inform the International Relations Office of all and any changes to the information provided above.</p>
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**Place, date**

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**Signature**