



To the
University of Konstanz
Division of Student Affairs and Teaching
Student Service Centre
78457 Konstanz, Germany

Contact

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Fax: +49 7531 88-4138
Email via contact form:
www.uni.kn/en/study/get-in-touch/

Application for a (partial) waiver of tuition fees for international students

Last name, first name:		Student ID number:	01/
Address (street, post code, city):			
Phone/mobile/email:			

Important: Please tick any boxes that apply and enclose all required documentation.

I apply for a (partial) waiver of due or already paid tuition fees for international students
as per § 7 Landeshochschulgebührengesetz LHGebG (state law on higher education fees), or, as an
additional exemption, as per § 22 Landesgebührengesetz LGebG (state law on fees) for the

summer semester:	20 ____	and/or for the winter semester:	20 ____ / 20 ____
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Due to a financial emergency that occurred through no fault of my own after commencing my studies, I
am not able to pay the tuition fees on time (considerable financial hardship).

Please explain your situation on a separate sheet, indicating details why paying the tuition fees for
international students puts you in a financial emergency.

Please make sure to submit all relevant documentation with this request! This includes:

☐ **An informal written explanation (obligatory) AND**

- only submit relevant information and, if necessary, confirm or declare in writing -

1. An overview of your current earnings including the last **three** months' bank statements.
2. Current employment/student assistantship contract and/or confirmation from your employer about current or terminated work.
3. Forecast of your income and expenditures over the next six months.
4. Documentation of a blocked account or savings account.
5. Current rental agreement.
6. Documentation of your payment of student health insurance.

☐ Additional information: _____

A positive decision on this application is not possible without relevant documentation!
If needed, please continue on a separate sheet of paper.

Please turn over!

Important information about this application form:

Submitting the application for a (partial) waiver does not affect your obligation to pay tuition fees. Payment of the total sum is still due on the stated deadline for re-registration. Applications for waivers are evaluated on a case-by-case basis. If a waiver is granted, this does not automatically mean you can claim the same in the future. At any rate you will have to pay the mandatory semester fee (Seezeit student services, student body and administrative fees).

By signing this document, I declare that, to the best of my knowledge, the information I have provided here is complete and correct. I am aware that the information I have provided will be used to assess my eligibility for a (partial) waiver of tuition fees and that I have to immediately notify the university of any relevant changes to my circumstances. I am also aware that the University of Konstanz may demand further documentation if it suspects that any of the information I have provided is incomplete or incorrect.

.....	X
Place, date	Signature

For internal use:

Erlaubnis ☐ ja ☐ nein

Betrag ☐ 1.500,- Euro oder teilweise iHv _____ Euro

Erstattung ☐ oder Gutschrift ☐ für das _____ (Semester)

Daten/Wiedervorlage/Sperre etc. in STU erfasst!

Datum / Handzeichen BearbeiterIn: _____

Stand: February 2022