



To the
University of Konstanz
Division of Student Affairs and Teaching
Student-Service-Centre
78457 Konstanz
GERMANY

Contact

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Email via contact form:
www.uni.kn/en/study/get-in-touch

Initial or follow-up application
for exemption from paying tuition fees
for second degree studies

Last name, first name:		Student ID No.:	01/
		(Application No.):	
Address (street, city):			
Phone/mobile/email:			

Important: Please tick any boxes that apply and enclose all required documentation.
Legal basis: § 8 para. 4 Landeshochschulgebührengesetz LHGebG (state law on higher education fees).

I hereby request an exemption from paying tuition fees for second degree studies for the

summer semester:	20 ____	and/or for the winter semester:	20 ____ / 20 ____
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for the following reason:

Leave of absence

Important: You must submit your leave of absence request **before** the start of the lecture period (§ 8 para. 4 in conjunction with § 6 para. 2 no. 1 LHGebG).

Documentation:

Copy of the notification granting your leave of absence.

Internship semester

Important: An internship semester is a mandatory component of your study programme as set out in the relevant examination regulations (§ 8 para. 4 in conjunction with § 6 para. 2 no. 3 LHGebG). Voluntary internships do not qualify.

Documentation for Lehramt students:

Initially, you may submit a provisional note from the school (e.g. an email), confirming your concrete plans for completing your **Schulpraxissemester** (practical teaching semester) there during the period of time specified above.

Important: Please hand in official confirmation from the school as soon as your Schulpraxissemester is over. If you fail to submit official confirmation, you will not be able to re-register for the following semester and you will also have to pay tuition fees for your practical teaching semester.

Documentation for students from other study programmes:

Please submit a certificate from your department's internship coordinator, confirming that you will complete your mandatory internship semester during the period of time specified above.

Please turn over!

Severe difficulties to carry out your studies due to a disability identified in § 2 Neuntes Buch Sozialgesetzbuch - SGB IX (volume 9 of the German social code) (§ 8 para. 4 in conjunction with § 6 para. 7 LHGebG).

Documentation:

Usually, a valid disabled person's pass will suffice. If your disability is rated at 50% or higher, you can obtain such a pass from the relevant Versorgungsamt (social security authority). **Important:** Please ask your Versorgungsamt to determine whether you are eligible for a disabled person's pass (§ 69 SGB IX).

Important information about this application form:

Please enclose original documentation or legally attested copies. Applications for exemptions must be filed **before the start of the lecture period at the very latest** (§ 10 para. 3, sentence 2 LHGebG). The mere fact of applying for an exemption does not impact your obligation to pay tuition fees. In order to be admitted to university, you must pay your tuition fees as specified in the relevant notification until your request for an exemption has been approved. In this case, you will be fully reimbursed for any payments towards your tuition fees made until then.

By signing this document, I declare that, to the best of my knowledge, the information I have provided is complete and correct. I am aware that the information I have provided will be used to assess my eligibility for an exemption and that I have to give immediate notification of any 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.

.....
Place, date

X
.....
signature

For internal use:

Exemption yes no from _____ until _____

Initials: _____

Date: _____

Effective: May 2018