



To the
University of Konstanz
Division of Student Affairs and Teaching
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GERMANY

Contact

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Request
for exception from paying tuition fees
as an international student

International students from non-EU/EEA countries are generally required to pay tuition fees (European Union/European Economic Area). However, the law makes provision for several exceptions (see § 5 Landeshochschulgebührengesetz - LHGebG). If one of these exceptions applies to you and you can prove this by submitting the relevant documentation to us in time, you will not have to pay tuition fees for international students. Please note that only the German text of this information sheet - and the German text of the law - is legally binding. This English translation is provided solely for your information and convenience.

If either a legal or university deadline has passed and we have not received sufficient documentation proving you are except from having to pay tuition fees (see § 5 LHGebG), then we will assume you are required to pay tuition fees as an international student.

Important: Please complete, sign and submit this form

- only if one of the legal exceptions listed below **actually applies to you**.
- along with **all relevant documentation**; you must hand in **originals or certified copies**.
- **immediately**, since you can only enrol or re-register if you have paid your tuition fees for the relevant semester or the university has determined you are legally except from paying tuition fees.

Last name, first name:		Student ID No: (Applicant-No)	01/
Address (Street, town/city, country):			
Phone/mobile/email:			

A. Exceptions for students with certain residence permits

I have obtained a valid German residence permit for one of the following reasons (please only tick the relevant box):

- I am the spouse, life partner or child of a EU/EEA citizen and enjoy freedom of movement under § 3 Freizügigkeitsgesetz/EU (Freedom of Movement Act/EU) (§ 5 para. 1 no. 1 LHGebG).

Documentation: You must produce a valid “**Aufenthaltskarte**” (**residence card**) according to § 5 para. 1 Freizügigkeitsgesetz/EU or an “unbefristete Aufenthaltserlaubnis-EG” (permanent residence permit for the EC) (§ 7a AufenthG/EWG (residence act/EEC)). To obtain the relevant documentation, please contact your “Ausländerbehörde” (foreigners registration office).

- I have a “Niederlassungserlaubnis” (settlement permit) or an “Erlaubnis zum Daueraufenthalt-EU” (permanent residence permit for the EU) (§ 5 para. 1 no. 2 LHGebG).

Documentation: You must produce the valid residence permit including details on its legal basis (§ 9 or § 9a AufenthG); please include the “Zusatzblatt”, if you have one.

I have been granted a residence permit for humanitarian reasons under the Geneva Convention on Refugees (§ 5 para. 1 no. 3 LHGebG).

Documentation:

- You must produce the relevant entry in your passport or a refugee travel document as required in Article 28 of the Geneva Convention on Refugees.
- You must produce a valid residence permit allowing you to stay in Germany for a longer period of time (e.g. a settlement permit, documentation of asylum status); please include the “Zusatzblatt”, if you have one.

I am considered a displaced foreigner under the Gesetz über die Rechtsstellung heimatloser Ausländer in Deutschland - HAusIG (law on the legal status of displaced foreigners in Germany) (§ 5 para. 1 no. 4 LHGebG).

Documentation: You must produce evidence of your status as a displaced person by handing in a current official certificate or a valid entry in your passport replacement (§ 14 HAusIG and § 4 Aufenthaltsverordnung (ordinance governing residence)).

I have been granted a residence permit under international law, for humanitarian, political, family or other reasons (§ 5 para. 1 no. 5 erste Alternative LHGebG).

Documentation: You must produce a valid residence permit including details on the legal basis (§§ 22, 23 para. 1, 2 or 4, §§ 23a, 25 para. 1 or 2, §§ 25a, 25b, 28, 37, 38 para. 1, sentence 1, no. 2 or § 104a AufenthG); please include the “Zusatzblatt”, if you have one.

I have been granted a residence permit on the grounds of “**Familiennachzug**” (**family reunification**) as a spouse, life partner or child of a foreigner with a settlement permit (§ 5 para. 1 no. 5 zweite Alternative LHGebG).

Documentation: You must produce the valid residence permit including details on the legal basis (§§ 30 or 32 to 34 AufenthG); please include the “Zusatzblatt”, if you have one.

I have been granted a residence permit for reasons of **personal hardship**. Additionally, I have an **official confirmation** (or several in case I changed flats) from the local residents’ registration office (Einwohnermeldeamt) that I have resided in Germany for a **minimum of 15 consecutive months without pause** (§ 5 para. 1 no. 6 erste Alternative LHGebG).

Documentation:

- You must produce the valid residence permit with details on the legal basis (§ 25 para. 3 or 4, sentence 2 or para. 5 or § 31 AufenthG); please include the “Zusatzblatt”, if you have one.
- Please also submit the current confirmation/s from the respective local residents’ registration office/s (Einwohnermeldeamt or Citizens’ Service Office).

I have been granted a residence permit on the grounds of “**Familiennachzug**” (**family reunification**) as a spouse, life partner or child of a foreigner with a residence permit. Additionally, I have an **official confirmation** (or several in case I changed flats) from the local residents’ registration office (Einwohnermeldeamt) that I have resided in Germany for a **minimum of 15 consecutive months without** (§ 5 para. 1 no. 6 zweite Alternative LHGebG).

Documentation:

- You must produce the valid residence permit with details on the legal basis (§§ 30 or 32 to 34 AufenthG); please include the “Zusatzblatt”, if you have one.
- Please also submit the current confirmation/s from the respective local residents’ registration office/s (Einwohnermeldeamt or Citizens’ Service Office).

I am in possession of a passport with a valid toleration notification or a certificate of **toleration**. Additionally, I have an **official confirmation** (or several in case I changed flats) from the local residents’

registration office (Einwohnermeldeamt) that I have resided in Germany for a **minimum of 15 consecutive months without pause** (§ 5 para. 1 no. 7 LHGebG).

Documentation:

- You must produce the valid toleration certificate with the relevant entry (§ 69a AufenthG).
- Please also submit the current confirmation/s from the respective local residents' registration office/s (Einwohnermeldeamt or Citizens' Service Office).

B. Exceptions granted on the grounds of other regulations

One of the following applies to me (please only tick the relevant boxes):

- I have resided in Germany for a **total of five years** and have **worked legally** during that time (§ 5 para. 1 no. 8 LHGebG).

Documentation: Certificate(s) of employment **and** tax bills ("Steuerbescheide" from your "Finanzamt") for the last five years.

- One of my parents** resided and legally worked in Germany **for a total of three years during the six years leading up to the start of my studies.**

Documentation:

- Legally attested copy of your birth certificate including an official German translation (if the birth certificate was not issued in German or English).
- From your parent: Certificate(s) of employment **and** tax bills ("Steuerbescheide" from your "Finanzamt") for the last three years **and** the current confirmation/s from the respective local residents' registration office/s (Einwohnermeldeamt or Citizens' Service Office).

- I have already completed a **bachelor's and a master's programme in Germany** (§ 5 para. 1 no. 10 erste Alternative LHGebG). Important: If you are starting second degree studies or another bachelor's or master's programme, you are required to pay second degree tuition fees.

Documentation: Certified copies of **both** German university degrees.

- I hold a **German state examination, Diplom or Magister degree** (§ 5 para. 1 no. 10 zweite Alternative LHGebG). Important: If you are starting second degree studies or another bachelor's or master's programme, you are required to pay second degree tuition fees.

Documentation: Certified copy of your German degree.

- I am a **Swiss** national who **works in Germany** or I am the spouse, life partner or child of a Swiss national working in Germany (Article 6 and 9 para. 2, attachment I of the Freizügigkeitsabkommen EG/Schweiz (freedom of movement agreement EC/Switzerland), effective 01.06.2002).

Documentation:

- You must produce your own **valid residence permit or card** obtained on the basis of the above-mentioned agreement and in conjunction with § 28 Aufenthaltsverordnung. Please contact the relevant foreigners registration office (Ausländerbehörde) to obtain the relevant residence permit or card.
- A certified copy of your current **employment contract**.
- As a spouse, life partner or child: an original and current excerpt from the official birth or marriage register or an equivalent register.

- I am a **Turkish** citizen **and** lawfully live with my parents in Germany, who are or were lawfully employed there. I am **not eligible** for one of the **exceptions listed above** and I have not completed a German higher education entrance qualification (exception provided for in resolution no. 1/80 of the Assoziationsrat (association council) from 19.09.1980 on the development of the association (EEC/Turkey).

Documentation:

- Meldebescheinigung/-auskunft (registration certificate/information) documenting that you live with your parents and will continue to do so until you start your studies.
- Certified copy of your birth certificate including a complete and certified German translation.
- Form providing evidence that one of your parents is in employment as well as the working parent's Steuerbescheide (tax bills) for the specified period of time.

By signing this form I declare that the information I have provided is true, complete and correct to the best of my knowledge and that I have not changed the pre-printed text in any way. I am aware that the information I have provided will be used to assess my eligibility for an exception 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

Notes:

Duration of exception from paying tuition fees for international students

If you have a residence permit and are therefore except from paying tuition fees, the exception is valid until your residence permit expires. If your residence permit expires, please submit a new exception request as well as a certified copy of your updated residence permit immediately. Please take note of the re-registration deadlines. Please hand in your exception request in time for us to process it, so you will be able to re-register as a tuition-except student. We recommend that you submit the follow-up exception request either before 15 February (for summer semester) or before 15 August (for winter semester).

Your obligation to cooperate

You are required by law to notify the university immediately of any changes to your circumstances that may impact your eligibility for an exception or on which declared information was submitted on your behalf (§ 10 para. 1 LHGebG). If you did not receive a tuition fees invoice even though you are eligible to pay tuition fees, the university may subsequently demand payment (§ 10 para. 4 sentence 3 LHGebG).

Payment of further fees for enrolment or re-registration

Please note that in order to enrol or re-register you will have to pay the following fees, regardless of any tuition fee exception: administrative fee, Seezeit student services fee, student body fee.

Refunds

This applies in cases where the legal requirements for an exception

- were met at the time of enrolment or re-registration, but suitable documentation could not be provided through no fault of yours or
- if the legal requirements for an exception will be met within a month after the start of the lecture period.

Certified copies of documents

Must be certified by public authorities such as municipal offices (e.g. town hall, Bürgerbüro (citizens services) or by a notary. Certified copies from other authorities (e.g. AStA, health insurance provider) will **not** be accepted.

Translations

Translations must be prepared by a publicly appointed and sworn or licensed translator. Any translation you hand in to the university must include the translator's original stamp and signature.

Further information about tuition fees is available at www.uni.kn/tuitionfees.