

Please note that this is a translation meant exclusively as an aid to understanding the German document.
The translation provided by Furtwangen University is a mere courtesy and is not legally binding. Should the translation contain any mistakes these do not affect or change the meaning of the German original.

Furtwangen University for Information Technology, Technology, Business, Media, Health's Schedule on Fees and Expenses

dated 28.10.2015 (University Fees Schedule)

On the basis of § 2 Abs. 1, § 15 Nr.1 and § 19 of the Landeshochschulgebührengesetz (LHGebG) dated 01st January 2005 (GBl. S. 56) i. V. m. § 19 Abs. 1 Nr. 10 Landeshochschulgesetz (LHG), the senate has passed the following fee schedule during its 28th October 2015 meeting:

§ 1 General

- (1) For using the university's public services in accordance with § 2 Abs. 2 and 3 of the Landesgebührengesetz (official acts, administrative services, special academic services etc.) fees will be charged as detailed in Appendix 1 and 2 (lists of fees) of this schedule. The Lists of Fees are part of this Schedule.
- (2) Expenses connected to claiming public services as per article 1 which are not included in the fee are payable in addition to the fee.
- (3) The assessment of fees is based on the Allgemeinen Hinweisen des Finanzministeriums zum Landesgebührengesetz (AH-LGebG) (ministry of finance's general notes on the federal state's law on fees) as valid at the time, and, in particular, the VwV-Kostenfestlegung dated 14th July 2005 (GBl. S. 692), unless in specific cases a special fee situation applies.

§ 2 Due Date

Unless the Fee Lists define different due dates for specific amounts due, the due date for any fees and expenses is governed by § 18 LGebG.

§ 3 Deferral, Abatement, Waiver

- (1) Deferral, abatement or waiver of fees is governed by §§ 21, 22 LGebG together with §§ 34, 59 Landeshaushaltsordnung (federal state's budget rules).
- (2) To avoid considerable hardships which might arise for factual reasons or due to the debtor's personal situation, a substantiated application may, in individual cases, result in whole or partial deferral or waiver of fees.

§ 4 Usage Fees for Use of the University's Information and Media Centre (Informations- und Medienzentrums IMZ) Facilities and Services

- (1) For members as defined by § 4 of Furtwangen University's constitution (Grundordnung der Hochschule Furtwangen) as well as those users as defined by § 5 of the IMZ's Administrative and Usage Rules (Verwaltungs- und Benutzungsordnung des Informations- und Medienzentrums) the use of the IMZ's facilities and services is free of charge.
- (2) All persons not covered by section (1) are generally not entitled to use. However, they may, upon application in accordance with § 6 of the IMZ's administrative and usage rules (Verwaltungs- und Benutzungsordnung des Informations- und Medienzentrums), be admitted to limited use. General exceptions, both in terms of entitled persons and in terms of costs are covered in the following.
- (3) Additional groups of people are entitled to use the library subject to restrictions:

For all others (called in some licensor's contracts „walk-in- user“) use of the library is free of charge. Excepted from this are such HFU-library licenced media resource as, per contract, may only be used by university members (§ 4 of the constitution(Grundordnung)).
- (4) Companies may use the HFU-libraries in return for a 50 € annual fee. Excepted from this are such HFU-library licenced media resource as, per contract, may only be used by university members (§ 4 of the constitution(Grundordnung)).
- (5) Designated IMZ rooms, including the personnel required for preparation and operation, may, upon application, be rented by all persons, including those not listed under section (1). Billing will be in accordance with the business and finance ministry's administrative rules on taking administrative costs into consideration particularly when setting fees and other charges for the use of public administration ("VwV-Kostenfestlegung") dated 3rd January 2014 (GABl. Nr. 1, S. 2).

§ 5 Overdue Charges and Arrears Fees

- (1) Where borrowed printed items or other information carriers (library goods, media) are not returned in time, fees of € 1,50, for each borrowed unit will become due. For the second reminder an additional € 5,00 per borrowed unit will become due and for any reminder thereafter a further € 10,00 for each borrowed unit.
- (2) If library goods are borrowed on short-term loan or for a period during which the library is closed and such goods are not returned on time, a € 3,00 fee per borrowed item becomes due. A further € 3,00 fee per item becomes due for each opening day which commences.
- (3) The library lockers are meant for use during library your visit to the library only. They have to be vacated by the end of each library day. If lockers have not been vacated and have to be cleared manually, a € 3,00 fee will be charged. The fee will increase by a further € 3,00 upon commencement of each library day thereafter.

§ 6 Interlibrary Loan

- (1) For the procurement of library goods from other German libraries (interlibrary loan) in accordance with the lending traffic rules („Leihverkehrsordnung“) a € 1,50 fee becomes due for each order placed regardless of the order's success or not.
- (2) For company members as stated in § 2 section (3), an interlibrary loan fee of € 10,00 for each order becomes due.

- (3) Where, in accordance with the lending traffic rules, photocopies only are submitted, up to twenty copies are free of charge. Thereafter fees of € 0,10 per additional copy will be charges.
- (4) The HFU-libraries are under no duty to undertake interlibrary loans; depending on the personnel situation and the workload this service may be temporarily or permanently suspended at any time.
- (5) Any fees the giving library charges the HFU-libraries with, have to be paid by the person who placed the order. Additional fees will become due where library goods are procured through international lending traffic.

§ 7 Reimbursement

- (1) The person who placed the order has to reimburse any expenses such as value insurance, postal fees or similar.
- (2) Any fees which arise from current contracts regarding copyright payments for copies sent directly by public libraries (Gesamtvertrag „Kopiendirektversand“), are to be charged to the person who placed the order.

§ 8 Acquisition of Replacement Library Goods

- (1) Where library goods have to be re-ordered because the user has lost, damaged or, following the third notice, not returned them, the user will have to pay the cost for such replacements or repair as special expenditure.
Additionally, a € 20,00 service fee will arise.
- (2) Section 1 applies in kind for such cases where library goods cannot be re-ordered and therefore comparable replacement has to be acquired.
- (3) Neither the entitlement to fees nor any compensation paid will be affected by a later return of the library goods.

§ 9 Guest Passes

- (1) A 10,00 service fee will be charged for re-issuing a lost or damaged guest pass.

§ 10 Coming into Force

- (1) The fee schedule comes into force on 01.12.2015 and replaces the schedule dated 28.03.2012 as well as the library's fee schedule dated 9.12.2009 which will no longer be valid.
- (2) The fee schedule applies to all fees and expenditure arising after its coming into force. Any legal relationships regarding fees which already exist at the time will be wound up in accordance with the previously valid regulations.

Furtwangen, 28.10.2015

Signed by Professor Dr. Rolf Schofer
- President -