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Information form for international students

to establish whether the obligation to pay tuition fees according to section 3 and following sections of the Act on Fees in Higher Education of the Land of Baden-Württemberg (Landeshochschulgebührengesetz, LHGebG) applies.

Application ID/student ID number: _____

Family name: _____ Given name: _____

Date of birth: _____ Email: _____

Subject (study programme): _____

Degree (bachelor/master): _____

Nationality: _____

From the autumn/winter semester 2017/18 onwards, higher education institutions in Baden-Württemberg will be charging tuition fees of EUR 1,500 per semester for international students. According to section 3 LHGebG, international students who are not citizens of an EU or EEA country have to pay tuition fees.

As an international student, you are generally obliged to pay tuition fees. However, the act includes some few exceptions or exemptions where international students who fulfill the required criteria are not obliged to pay tuition fees. If the exception/exemption criteria apply to you and you provide the necessary documents of proof in due time before enrolment or re-registration, you do not have to pay tuition fees.

To allow us to determine whether the duty to pay fees applies to you, please print out and complete this form. Please tick only those statements which apply to you. Submit the form and the required documents of proof to Hochschule Furtwangen, Studiengebühren no later than 15.07. for the winter semester and 15.01. for the summer semester.

Please bring the original documents or notarised copies of the documents with you when you enrol.

- I have been rewarded a higher education entrance qualification in Germany.

D

Proof: copy of the secondary school-leaving certificate that corresponds to the German "Abitur" or equivalent

- I hold a residence permit for Germany for study purposes only or I will apply for it.

IP

- As a spouse, life partner or child of a citizen of an EU-member state or one of the states which are contracting parties to the Agreement on the European Economic Area, I am entitled to freedom of movement according to paragraph 3 section 1 and 4 of the Act on the General Freedom of Movement for EU Citizens.

A1

Or

- I cannot invoke this right as a child because I am 21 years or older and do not receive financial support from my parents / spouse / life partner. (paragraph 5 section 1 No. 1 LHGebG).

Proof: Residence card according to paragraph 5 section 1 clause 1 Freedom of Movement Act/EU or permanent EU residence permit (residence permit EG) according to paragraph 7a Aufenthaltsgesetz / EWG.

- I hold a settlement permit (Niederlassungserlaubnis) or an EU permit for permanent residency (Erlaubnis zum Daueraufenthalt) under the Residence Act (paragraph 5 section 1 No. 2 LHGebG)

A2

Proof: settlement permit or EU permit for permanent residency.

- My habitual residence is in Germany. Outside the federal territory I am recognised as a refugee under the Geneva Convention relating to the Status of Refugees from 28. July 1951 (published in the Federal Law Gazette BGBl. II 1953 S. 559,560) and I have more than a temporary permission to stay in the Federal Republic of Germany (paragraph 5 section 1 No. 3 LHGebG).

A3

Proof: residence permit or settlement permit

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- I am a displaced person according to the legal status of displaced persons in German law. (paragraph 5 section 1 No 4 LHGebG).

A4

Proof: Official certificate or entry in your passport replacement paper confirming your status as a displaced person.

- My habitual residence is in Germany and I have a residence permit according to paragraphs 22, 23 sections 1, 2 or 4, paragraphs 23a, 25 section 1 or 2, paragraphs 25a, 25b, 28, 37, 38 section 1 sentence 1 no. 2 or paragraph 104a of the Residence Act (AufenthG),

A5

Or

As a spouse, life partner or child of a foreigner with a settlement permit, I have a residence permit according to paragraphs 30 or 32 to 34 AufenthG. (paragraph 5 section 1 No. 5 LHGebG).

Proof: corresponding residence permit

- My habitual residence is in Germany and I have a residence permit according to paragraph 25 section 3 or 4, sentence 2, or section 5 or paragraph 31 AufenthG and have been legally present in Germany continuously for at least 15 month, with authorization (gestattet) or with temporary suspension of deportation (geduldet) status.

A6

Or

As a spouse, life partner or child of a foreigner with residence permit I have a residence permit according to paragraphs 30 or 32 to 34 AufenthG and have been legally present in Germany continuously for at least 15 month, with authorization (gestattet) or with temporary suspension of deportation (geduldet) status. (paragraph 5 section 1 No. 6 LHGebG)

Proof: corresponding residence permit issued 15 month before or earlier. If less than 15 month: confirmation from the immigration authority that you have been legally present in Germany continuously for at least 15 month, with authorization and/or temporary suspension of deportation status.

- I have been granted a temporary suspension of deportation (paragraph 60a AufenthG), my habitual residence is in Germany and I have been legally present in Germany continuously for at least 15 months, with authorization or with temporary suspension of deportation status. (paragraph 5 section 1 No. 7 LHGebG).

A7

Proof: note in your passport or certificate of the temporary suspension of deportation issued 15 month before or earlier. If less than 15 month: confirmation from the immigration authority of authorization and/or temporary suspension of deportation status of at least 15 month.

- I have lived for a total of five years in Germany and have been legally employment. (paragraph 5 section 1 No. 8 LHGebG)

A8

Proof: tabular overview showing periods of residence and employment (from month/year until month/year), copies of residence permit(s), tax assessment notices, social security statements, proof from your employer.

- At least one of my parents has lived in Germany and was legally employed for a total of three of the six years prior to the start of my study program (paragraph 5 section 1 No. 9 LHGebG).

A9

Proof: copy and official translation of the birth certificate, overview table concerning the parent showing times of residence and times of employment (from month/year to month/year); copies of residence permit(s), tax assessment notices, social security statements, proof from the employer.

- I have already completed a bachelor's AND a master's degree in Germany

or

a Staatsexamen degree or a Diplom degree or Magister degree in Germany (paragraph 5 section 1 Nr. 10 LHGebG).

A0

Proof: copies of BOTH German degree certificates (bachelor and master) or copy of the German degree certificate (Staatsexamen / Diplom / Magister degree).

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- I apply as participant of an exchange program between Germany and other countries or as participant of an exchange program of my home university (paragraph 6 section 1 LHGebG).

B1

Proof: Confirmation of home university or International Center HFU (visiting student) or government authority.

- I have a temporary residence permit under paragraph 55 section 1 asylum law and citizenship of a country which the Federal office for Migration and Refugees assesses as having a high protection quota (paragraph 6 section 6 LHGebG). Currently these are Eritrea, Syria, Somalia and Afghanistan (updated: summer semester 2022).

B6

Proof: temporary residence permit and passport copy

- I have a disability which significantly hinders my studies as set out in paragraph 2 of the 9th book of the social welfare statutes (Sozialgesetzbuch). (paragraph 6 section 7 LHGebG).

B7

Proof: disability ID card, attestation from a medical specialist.

Please note: Please send the signed form and the necessary documents by 15.07. for the winter semester or 15.01. for the summer semester

to: Hochschule Furtwangen
Studiengebühren
Robert-Gerwig-Platz
78120 Furtwangen, Germany

or e-mail to: studgeb@hs-furtwangen.de

An exception or exemption from the obligation to pay the tuition fee can only be granted if the forms and documents were submitted as required. If you do not submit the necessary forms and documents which prove that the criteria for an exception or exemption are fulfilled we will assume that you are obliged to pay the tuition fees for international students.

Obligation to cooperate:

You are obliged to immediately notify us of any changes to the conditions relevant to the exception, exemption or reduction tuition fees as well as of any changes to statements made in connection with the exception, exemption or reduction tuition fees.

I declare that the information provided in this form is correct, and that I have not altered the form in any way.

Place and date

Signature

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Information

Duration of the exception

If your residence permit means that you are not obliged to pay tuition fees, this exception shall be valid for the duration of your residence permit. Please submit this form again, along with a notarised copy of the new residence permit, as soon as your current residence permit expires. Please also adhere to the re-registration deadlines. You may only re-register without having to pay tuition fees if your updated form and the notarised documents have been submitted and processed. We therefore ask you to please submit the form and the documents in good time before January 15th for the summer semester and in good time before July 15th for the winter semester.

Payment of additional fees for enrolment and re-registration

Please note that even if you are not obliged to pay tuition fees for international students, you still have to pay enrolment or re-registration fees: contribution to the Studierendenwerk 66,- €, administration fee 70,- €, student body fee (Verfasste Studierendenschaft) 19,- €. In certain rare cases there might be an obligation to pay "Tuition Fees for a second degree".

Reimbursement

Tuition fees, which have already been paid, may be reimbursed, in particular,

- if you fulfilled the exception criteria before enrolment or re-registration but were not able to provide the necessary documents of proof,
- if you qualify for an exception according to the relevant legal regulations within one month of the lecture period beginning.

Notarised copies

Original documents or notarised copies must be provided for the enrolment. Notarised copies have to be notarised by German public offices or municipal authorities (e. g. Rathaus (city hall), Bürgeramt (citizens service office)) or a German notary public. Documents notarised by other bodies (e. g. AStA, health insurance provider) will not be accepted.

Translations

Translations have to be produced by a sworn translator. The translation has to be submitted to the higher education institution bearing the original stamp and signature of the translator.

Further details

Further information on tuition fees can be found at

<http://www.hs-furtwangen.de/>

In case of further questions, please do not hesitate to contact

studgeb@hs-furtwangen.de

phone +49 7723 920 1391