

DO NOT SIGN THIS FORM – read it and the German version carefully and then please SIGN THE GERMAN DOCUMENT!

Please note that this is a translation meant exclusively as an aid to understanding the German document you are about to sign.

With your signature on the German document you make a legally binding statement and it is up to you to ensure that you are aware of its implications.

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Application for tuition fee waiver for winter semester 2020 / 2021 for corona pandemic related-reasons

Matriculation number: _____

Family name: _____ Given name: _____

Date of birth: _____

Study programme: _____

Please note the application deadline: 1st September 2020 (re-registration deadline = *Rückmeldefrist*) as well as that the application is possible only if you have not paid your tuition for the semester in question yet. The university is only free to grant permission for a waiver for good reasons which can be credibly shown. Please only submit this application if you are confident that this applies in your case!

I herewith apply for a tuition fee waiver on the basis of § 7 *Landeshochschulgebührengesetz (LHGebG)* due to **financial hardship outside of my control** which manifested **after** the start of studies.

Please submit the following documentation in evidence:

A) a letter which gives details and reasons for your situation, as well as

B) the following documents:

- 1) Meaningful proof that your situation was caused as a result of the corona pandemic (e.g. loss of job: employment contract + notice of termination)
- 2) End-of-month balance on all your current / savings / credit card accounts for the last two months
- 3) Financial documentation as submitted to obtain your residence permit showing how you will finance your studies (e.g. statement for your blocked account, scholarship confirmation letter or similar) as well as your financial planning for the remainder of your studies until graduation
- 4) Evidence showing you applied for a *KfW-Studienkredit* (study loan) and the interim aid (*Nothilfe des Bundes für Corona Härtefälle*, application for this is currently possible until the end of August) as well as any other failed attempts to secure financial support (e.g. rejection letters for jobs, scholarships, *MWK Beihilfe* etc.)

Please send the completed and signed form together with the required documentation preferably by email to: studgeb@hs-furtwangen.de or, by mail to:

Hochschule Furtwangen, Studiengebühren, Robert-Gerwig-Platz 1, 78120 Furtwangen

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I herewith declare that I have completed the form truthfully and have made no changes to the printed text.

I furthermore declare that the documentation I enclose is complete and correct.

I am aware that any changes which might influence how my application is assessed have to be submitted immediately and without prior request.

place, date

signature