

Info on re-registration summer semester 2023

Student Affairs Department

Furtwangen, 27 January 2023 flh/tai

Deadline for payment of the semester fee: 15 February 2023
Deadline for re-registration in the Studi-Portal: 1 March 2023

Re-registration will start on 30 January 2023, as soon as your semester fee / your tuition fees have been received at HFU. Receipt of your remittance may take up to 8 days, as the semester fees are forwarded to the universities via "Landesoberkasse".

Late re-registration will result in a dunning procedure with the threat of exmatriculation and a 10,- € late fee.

- **Semester fee of 130,- €**
(Exceptions only apply to international students enrolled at the HFU according to a specific agreement.)

€ 47,-	contribution to the Studierendenwerk (fee notification Studierendenwerk Freiburg)
€ 70,-	administration fee (Landeshochschulgebührengesetz (LHGebG))
€ 13,-	student body fee (fee statute of the HFU's student body)

- Also students on **leave of absence** and in **internship semester** must pay the semester fee.
- You must as well meet the deadline for the payment of the tuition fees for **international students** 1500,- € and the tuition fees for students seeking a **second degree** 650,- €. You are exempted from the obligation to pay tuition fees if you start an internship semester or semester of leave and you submitted the application for leave of absence before the beginning of the lecture period. This students must pay the semester fee of 130,- €.
- You can **re-register** in your HFU account at <https://studi-portal.hs-furtwangen.de>. There you will find a menu point "Payment and Re-registration" under the "My course" tab. After calling up this menu point, the system calculates your due payments and the transfer information and lists them for you to check. If the amount due is incorrect please contact the Student Affairs Department.
Please transfer the due amount exactly according to the transfer information. Cash payment is not possible.
- Only after the amount has been credited to our account you can re-register on the Studi-Portal and download and print your **new matriculation certificates**. After that you can also update your **student ID card** for the new semester.
- Please inform the Student Affairs Department immediately if the system has not placed you into the correct **curriculum semester (subject semester)**.
- If you have taken all exams and submitted your thesis by the end of the winter semester 2022/2023 (28 February 2023), you do not need to re-register, even if not all results are available yet. In this case, please submit your de-registration application to the Student Affairs Department. If you later on find out that you have to repeat an exam, we will withdraw your exmatriculation upon request.
- If you start an **internship semester** or a **study semester abroad** in summer semester 2023, you must fill in the form and send it to the Student Affairs Department before the start of the summer semester.
- **Fees for master programmes:** The tuition fees for the non-consecutive Master programmes "Business Consulting", "Executive Master of International Business Management", "International Business Management", "Precision Manufacturing and Management" and "Wirtschaftsingenieurwesen - Sales & Service Engineering" must be paid via bank transfer to the account mentioned in the fee notification.

We wish all students a good start into the semester.

Your team of the Student Affairs Department