

Request for waiver of the service fee for international students

Based on section 13 (3) sentence 1 no. 6 of the Bavarian Higher Education Innovation Act (BayHIG) in conjunction with section 13 of the Regulations about Fees and Charges at Ostbayerische Technische Hochschule (OTH) Regensburg

Last name, first name:	
Address (street, no., post code, city):	
Matriculation number:	
Degree programme:	

I am hereby submitting a request for waiver of the service fee for international students

for the **winter semester 20_____/20_____** for the **summer semester 20_____**

based on section 13 (3) sentence 1 no. 6 of BayHIG in conjunction with section 13 of the Regulations about Fees and Charges at OTH Regensburg, as amended.

I am requesting the waiver for the following reason:

I am experiencing exceptional hardship due to social circumstances or health or family problems that jeopardize the completion of my studies and make it impossible for me to pay the service fee.

Required documents (as applicable):

- Detailed explanation and description of the exceptional hardship (max. 1 page DIN A4)
- Supporting documents to prove the exceptional hardship, for example a medical certificate to attest the chronic illness or a certificate of disability
- Transcript of records and certificate of study („Studienverlaufsbescheinigung“)
- Overview and proof of my income and expenditure in the last six months, e.g. employment contract, employer's certificate, bank statements
- Forecast of income and expenses for the next six months
- Forecast of the expected completion of studies

I am personally caring for my child or close relative and because of this circumstance the completion of my studies is in jeopardy.

Required documents (as applicable):

- Explanation of the extent to which the care jeopardizes the completion of my studies (max. 1 page DIN A4)
- My child's birth certificate and confirmation from the city registration office that the child is living in my household (family registration certificate), resp. proof from the health insurance or care insurance company that I am registered as a caregiver and proof of the degree of kinship. Close relatives are considered grandparents, parents, parents-in-law, step-parents, spouses, civil partners, partners in marriage-like or civil partnership-like relationships, siblings, spouses of siblings and siblings of spouses, civil partners of siblings and siblings of civil partners, children, adopted or foster children, adopted or foster children of the spouse or civil partner, children-in-law and grandchildren. Care does not mean the upbringing of a child, but the care of a close relative with a registered level of care (“Pfleigestufe”).
- Transcript of records and certificate of study („Studienverlaufsbescheinigung“)

I am experiencing financial hardship due to unforeseeable circumstances that occurred through no fault of my own after I started my studies, and I am unable to pay the service fee.

Required documents:

- Detailed explanation and description of the financial hardship (max. 1 page DIN A4)
- Supporting documents to prove the existence of financial hardship
- Overview and proof of my income and expenditure in the last six months, e.g. employment contract, employer's certificate, bank statements
- Forecast of income and expenses for the next six months

I am a refugee without an established connection to Germany and I am a national of a country with a special protection quota of over 50 %.

Required documents:

- Residence permit, proof of arrival („Aufenthaltsgestattung“, „Aufenthaltsnachweis“)
- Proof of submission of an application for asylum
- Proof of citizenship of a country with a special protection quota of over 50 %

Due form and date of the request

Please complete the request in full and sign it with your own signature. Substantiate the reason by providing all the necessary supporting documents in German or English or with a notarized translation into German or English. Incomplete requests without proper documentation will be rejected. Please send the complete request for waiver by e-mail to the Department of Studies:

department-of-studies@oth-regensburg.de

The deadlines for submitting the request and supporting documents are **31 October** (for a waiver in the winter semester) and **15 April** (for a waiver in the summer semester).

Important notes and declaration on the request

Applying for a waiver of the service fee has no effect on the due date of the payment. The service fee is still due in full within the regular deadlines for enrolment or re-registration established by the Department of Studies.

The service fee can be waived for one semester; however, it is also possible to apply for one year.

Each request will be evaluated on a case-by-case basis, with no future claims resulting from any previously approved requests.

The regular semester fee (student union fee and RVV ticket) is mandatory for all students regardless of any separate agreements about the service fee. It is not possible to submit a request for waiver of the semester fee for reasons of social compatibility.

With my signature, I confirm that the information I provided is complete and correct. I am enclosing the required documents with my request. I am aware that providing false information on purpose or by negligence is a regulatory offense and may lead to exclusion from the procedure or – in the event of a later determination – to the revocation of a previously approved waiver.

I declare that I will inform the Department of Studies immediately in case of any changes in the above-mentioned information.

Place, date

Signature