



**Application for (Partial) Waiver of Tuition Fee for International Students  
in accordance with § 7 of the State Higher Education Fees Act (Landeshochschulgebührengesetz,  
LHGebG) and § 22, paragraph 2 of the State Fees Act (Landesgebührengesetz, LGebG)**

Surname, first name \_\_\_\_\_

Address (street, postcode, town or city) \_\_\_\_\_

Nationality \_\_\_\_\_

Student Number \_\_\_\_\_

Degree programme \_\_\_\_\_

Degree level ☐ Bachelor's degree ☐ State examination ☐ Master's degree (consecutive)

I hereby apply for a waiver of the tuition fee for international students for the

☐ winter semester 20\_\_\_\_ / 20\_\_\_\_ ☐ summer semester 20\_\_\_\_

☐ in accordance with § 7 LHGebG due to a financial emergency.

☐ in accordance with § 22, paragraph 2 LGebG due to personal or factual inequity.

This application is made for the following reason:

☐ Financial hardship encountered following commencement of my course of studies through no fault of my own. My application in accordance with § 7 LHGebG is accompanied by the following documents:

- Detailed description of my situation and reason (max. 1 DIN A4 page) why having to pay the tuition fee for international students will result in a financial emergency, including a detailed description of applications to other funding options (see Attachment 5 on the Application for (Partial-) Waiver of tuition fee for intern. students) and
- Bank account information with account statements of the last six months from the date of application and
- Overview and proof of my income in the last six months (e.g. employment contract, certificate from employer) and
- Projection of my income and outgoings for the coming six-month period.

☐ Lack of authorisation to enter Germany (due to an unforeseen international crisis) and inability to participate in lectures, courses and other sessions offered by the university. My application in accordance with § 22, paragraph 2 LGebG is accompanied by the following documents:

- Written outline of causes (maximum of one A4 page) and
- Written communication with the German embassy / consulate or copy of a valid residence permit for the purposes of study / student entry visa

<input type="checkbox"/>	<p>Delay of my examination and subsequent requirement to re-register for a further semester. My application in accordance with <b>§ 22, paragraph 2 LGeBG</b> is accompanied by the following documents:</p> <ul style="list-style-type: none"> <li>• Written outline of causes (maximum of one A4 page) <u>and</u></li> <li>• Complete list of current grades / transcript of records <u>and</u></li> <li>• Proof of cancellation of the original examination date from the examination office <u>and</u></li> <li>• Proof of the planned rescheduling of the examination from the examination office</li> </ul>
<input type="checkbox"/>	<p>Another form of hardship for which I was not responsible. This includes the closing of laboratories required for study, closing of childcare facilities or schools and the resulting need to care for a child/children. My application in accordance with <b>§ 22, paragraph 2 LGeBG</b> is accompanied by the following documents:</p> <ul style="list-style-type: none"> <li>• Written outline of causes (maximum of one A4 page) <u>and</u></li> <li>• Proof relevant to my specific circumstances:             <ul style="list-style-type: none"> <li>○ Written notice of the closing of a laboratory (including confirmation from the relevant examination office that no other credits can be gained in the same semester),</li> <li>○ Written notice of the closing of a childcare facility / school,</li> <li>○ Birth certificate of the child / children under 12.</li> </ul> </li> </ul>

### Application Documents and Deadline

The application must be completed in full and must be signed. The reason(s) given above must be substantiated by relevant evidence.

The application according to **§ 7 LHGeBG** with the associated evidence must be sent to the following email address by **July 15th** for the following winter semester or **February 15th** for the following summer semester (date of receipt).

The application in accordance with **§ 22 (2) LGeBG** with the associated evidence must be sent to the following email address **no later than one month after the start of lectures of the winter or summer semester** in question (date of receipt):

[studiengebuehren@zuv.uni-heidelberg.de](mailto:studiengebuehren@zuv.uni-heidelberg.de)

Approval of your application is impossible without the corresponding documents!

Important note and declaration:

Note: Applying for a waiver of the tuition fee for international students does not affect the due date of the student semester fees. This fee is still due in total within the deadlines for continuing studies (re-registration).

If you intend to apply for a waiver of the tuition fee according to § 7 LHGeBG, please note that both an approval of your application and a refund of the tuition fee for international students in the amount of € 1,500 are impossible if this fee has already been transferred to your student account for the following re-registration semester. Payment of the student semester fee remains obligatory (contributions to the student services organisation [*Studierendenwerk*], the constituted student body, and administrative fee). Each application will be assessed on an individual basis. The likelihood of an application being successful in the future can therefore not be determined.

In signing this application, I guarantee that to the best of my knowledge, the information provided on this document is complete and correct. Relevant proof has been provided along with this application. I am aware that providing negligent or deliberately false information is considered an administrative offence and can lead to the disqualification of the application or, should false information be identified at a later point, to revocation of the waiver. Furthermore, I confirm that I will immediately inform the International Relations Office of any and all changes to the information provided above.

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Place, date

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Signature