

Application

for deferral of compulsory fees in accordance with § 4 (4) of the Thuringian Higher Education Fees and Remuneration Act (ThürHGEG), **parental leave, caring for close relatives, and active participation in university committees**



Centre for Student and Academic Affairs
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1. Personal Details

Last name, first name		Date of birth
Address (street name, house no., postcode, town/city)		Student ID no.
Telephone no.	Email	

2. Application Details

Degree program (please state qualification and subject area)

I request deferral of the payment of compulsory fees due to:

caring for and raising children (at most up to twice the standard period of study)

Explanation: I have custody of the child and we live together in the same household.

Name of child: _____

Date of birth: _____

I regularly and personally provide/have provided care for the child in question.

The application must be accompanied by the following documents:

- child's birth certificate
- confirmation of registration from the local authorities during the period of care (certificate of shared household status: available from the residents' registration office - *Einwohnermeldeamt*)

caring for a relative (at most up to twice the standard period of study)

Explanation: I have provided home care for the following dependent relative. During the period cited, I was/am not on leave of absence from my studies.

Name of relative: _____

Relationship: _____

Period of care: _____

I regularly and personally provided/provide care for the person in question.

The application must be accompanied by the following documents:

- Confirmation from the nursing care insurance fund or medical services of the health insurance provider. In the case of persons in need of long-term care who are covered by private compulsory long-term care insurance, proof must be provided.
- Confirmation that care has been provided.

active participation in university committees (maximum of two semesters)

Explanation: I am/was a member of a committee. I play/played an active role in the work of this committee.

Committee: _____

Period in office: _____

The application must be accompanied by the following documents:

- proof of election
- confirmation of participation from the head of the committee
- informal declaration on the scope of participation

I hereby certify that the information I have provided is correct and complete.

Town/city, date	Signature of applicant

Information:

- For students who are re-enrolling, the application must be submitted by the end of the deadline for re-enrolment.
- New students have to submit their application by the end of the enrolment period (see your Notification of Admission).