

# Application

for waiver / reduction of fees according to § 4 (6) of the Thuringian Higher Education Fees and Remuneration Act (ThürHGEG), **hardship**



Centre for Student and Academic Affairs

Altonaer Straße 25, 99085 Erfurt

Tel. no.: 03616700111

Email: [studierendenservice@fh-erfurt.de](mailto:studierendenservice@fh-erfurt.de)

## 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)

For the semester: winter \_\_\_\_\_ / summer \_\_\_\_\_ I hereby apply for

- a waiver of fees.
- a reduction of: \_\_\_\_\_ (amount)

**due to:**

- consequences of a disability / chronic or serious illness that will prolong my studies**  
The application must be accompanied by the following documents:
- medical certificate confirming the existence of a disability/chronic or serious illness and its effects on the student's studies
  - informal statement about the student's studies to date and intended graduation
- consequences of being the victim of a crime that will prolong my studies**  
The application must be accompanied by the following documents:
- proof that the student is recognized as the victim of a crime
  - medical certificate about the consequences of the crime and their effect on the student's studies
  - informal statement about the student's studies to date and intended graduation
- financial hardship occurring immediately before the last stage of final examinations**  
The application must be accompanied by the following documents:
- proof of registration for the final examination
  - proof that all other credits have been obtained
  - proof of assets and income  
(see attached table in the Appendix to the Application - Hardship Cases)
- undue hardship due to particular individual circumstances**  
The application must be accompanied by the following documents:
- detailed description of the circumstances, accompanied by appropriate evidence

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

Town/city, date	Signature of applicant
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### 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).

# Appendix to the Application – Hardship Cases –

Financial hardship occurring immediately before the last stage of final examinations  
(§ 4 (6) sentence 2 no. 3 ThürHGEG)



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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

In support of my application, I declare the following and enclose the necessary documents and supporting evidence:

Financial situation (if necessary on a separate sheet of paper)

Marital status:     single         married         divorced

### Monthly income in euros

(if married, including income of spouse)

Type	Amount in euros	Document no.
Maintenance payments		
Part-time job		
Other		
Bank statements (from the last 3 months)		
<b>Total</b>		

### Assets

Type	Value in euros	Document no.
Savings		
Securities		
Real estate		
Other (e.g. motor vehicles)		
<b>Total</b>		

Town/city, date

Signature of applicant

### Explanation:

With my signature, I hereby confirm that the information provided in connection with this application is complete and correct. I understand that the Student Admissions Office of the University of Applied Sciences Erfurt must be notified immediately of any changes to the information provided. I understand that incorrect or incomplete information will be prosecuted and may result in subsequent demand for the fee waived.