

Information about long-term tuition fees

In accordance with § 4 of the Thuringian Higher Education Fees and Charges Act (ThürHGEG), Thuringia's higher education institutions are required to charge fees for students who exceed the standard period of study. This means that students who have exceeded the standard period of study for an undergraduate degree program leading to a first professional qualification or a consecutive degree program by more than 4 semesters will be charged fees of €500 per semester by the University of Applied Sciences Erfurt. All periods of study at institutions of higher education within the scope of German Basic Law are included in the calculation of fees.

No long-term tuition fees are charged for:

- affiliate students
- students in continuing education programs

I. Determination of the standard period of study

For undergraduate Bachelor's and consecutive Master's programs at the University of Applied Sciences Erfurt, the following fee-free periods of study are used to determine whether long-term fees are due:

- for undergraduate Bachelor's programs: standard period of study plus 4 additional tolerance semesters
- for consecutive Master's programs: standard period of study for Bachelor's degree/Diploma plus standard period of study for Master's program plus 4 additional tolerance semesters

In determining the standard period of study, the degree program in which the student is currently enrolled is decisive.

In the case of a one-time **change of degree program** in the student's first undergraduate studies, the following periods will not be considered:

- if you change your degree program before the end of the 1st semester: one semester
- if you change your degree program before the end of the 2nd semester: two semesters

Periods of part-time study are weighted at 0.5 per semester toward the total number of semesters spent at university and rounded down to full semesters.

If the student pursues a **second undergraduate degree** (having already graduated from their first degree program), the standard periods of study for both the first and the current degree program are to be added together provided

- it is required by professional law to study for two degrees in order to obtain the desired professional qualification (meaning that the second degree program is provided for by law or by training regulation)
- there is evidence that the student graduated from their first degree program with a grade far above the average for that year (in the top 30% of the graduating class)

Compulsory fees for a second undergraduate degree course in the two cases mentioned above are determined as follows:

Standard period of study for the first undergraduate degree plus standard period of study for the current second degree program plus 4 tolerance semesters.

Periods of study at

- institutions of higher education abroad
- cooperative education colleges without state recognition

- public administration colleges
- private / independent institutions of higher education (with the exception of state-recognized institutions)
- institutions of higher education in the former GDR

and semesters of leave will **not** count towards the total number of semesters spent at university.

II. Deferral of or exemption from compulsory payment

A series of special regulations exists to enable the specific situation of students to be taken into account. These regulations primarily address the personal and/or social circumstances in which students find themselves. If they cannot fulfil particular conditions, their payment obligations will be deferred or the fee will be waived in whole or in part.

1. Deferral of compulsory fees

Pursuant to § 4 (4) ThürHGEG, compulsory fees may be deferred at the student's request in order to cover periods of

- childcare as defined in § 1 (1) sentence 1 no. 2 and (3) of the Federal Parental Allowance and Parental Leave Act (Bundeselterngeld- und Elternzeitgesetz) until the child reaches the age of 14, but at most twice the standard period of study,
- caring for a close relative as defined in § 7 (3) of the Care Act, insofar as their need for care as defined in §3 3 (2) of the Care Act is proven, but at most until twice the standard period of study has been reached,
- actively participating in university committees, insofar as these do not count towards the standard period of study as per § 52 (5) sentence 1 ThürHG in accordance with the relevant provisions in the university statutes, but by a maximum period of two semesters.

2. Waiver or reduction of fees

In individual cases, the fee may be waived in part or in full upon application if its enforcement would result in undue hardship. Undue hardship is generally present in the case of

- consequences of a disability or chronic or serious illness that prolong the student's studies,
- consequences of the student being the victim of a crime that prolong their studies, or
- financial hardship directly before the final examinations are due to take place.

Waiver or reduction can also be considered if payment would cause undue hardship to the student due to their unique personal circumstances.

In the event of **financial hardship directly before final examinations**, this must be demonstrated in the form of a complete, signed and comprehensible **statement of income and assets**. Supporting documents (proof of earnings, current bank statement etc.) must be provided. **Immediate proximity to final examinations can only be claimed for one semester, since immediate proximity only exists if the end of the degree course is imminent without interruption.** In this case, the student must demonstrate that they have registered for their final examinations or present proof that no more than 30 credits are still pending.

Unreasonable hardship may exist if the above-mentioned standard examples of undue hardship do not apply and such serious social, family, professional or other circumstances exist that make it impossible for a student to pay tuition fees. Since the legislature only provides for the waiver of long-term tuition fees in the event of financial hardship directly prior to final examinations, **financial hardship alone cannot constitute reasonable hardship** of the basis of unique personal circumstances.

Information on the procedure

1. Hearing – information letter

The Student Admissions Office writes to students during the last semester before they are required to pay fees, asking them to verify specific details. The letter includes a statement regarding the duration of fee-free tuition in the degree program in question, as well as the number of semesters the student has already spent at the university. Data and circumstances that have not been recorded or taken into account and are relevant for the collection of fees can then be reported to the Student Admissions Office accordingly.

The following may be considered:

- semesters which do not count towards the standard period of study in accordance with § 4 (3) ThürHGEG (change of degree program, semesters on leave, semesters of part-time study, semesters at universities outside the scope of the German Higher Education Framework Act)
- concessionary second degree in accordance with § 4 (2) ThürHGEG (requirement under professional law / top of graduating class)
- deferral of the obligation to pay tuition fees in accordance with § 4 (4) ThürHGEG (childcare, caring for relatives, active participation in university committees)
- leave of absence
- receipt of BAföG benefits (state student grant)

Applications must be submitted by the deadline specified in the information letter. The corresponding application forms can be found on our website at <https://www.fh-erfurt.de/en/organizational-matters/downloads>.

2. Fee notice

Fee notices are sent out before the re-enrolment period begins. A fee notice is to be understood as a standing order. This means that the notification is issued and dispatched once and, if the student continues with their degree program, is also valid for the following semesters until the student terminates their enrolment.

The tuition fee is 500 euros and is to be paid in addition to the standard semester fee. The due date for payment of the fees is stipulated in the fee notice.

Should the student fail to pay the fee within the given deadline, enrolment or re-enrolment will be denied.

3. Applications for waiver or reduction of fees

If students or applicants have been issued with a fee notice, the University of Applied Sciences Erfurt can waive the tuition fee in full or in part in individual cases of undue hardship upon substantiated request.

The application for waiver/reduction of fees and further information can be found on the homepage of the University of Applied Sciences Erfurt at <https://www.fh-erfurt.de/en/organizational-matters/downloads>. Applications must be submitted by the deadline specified in the fee notice.

4. Appeals

Appealing against the fee notice does not release you from the obligation to pay. Students are required to pay the fee despite their appeal. If the appeal is successful, the long-term tuition fee will be refunded.

5. Refunds

If, before the start of the semester in question, newly enrolled students apply to revoke their enrolment or students who have re-enrolled decide to terminate their enrolment, the long-term tuition fee already paid for that semester will be refunded upon request. The same applies if the University of Applied Sciences Erfurt refuses or revokes enrolment or if the University of Applied Sciences Erfurt discharges the student before the beginning of the semester.

Upon completing your studies, the following will apply:

- students who apply for termination of enrolment before the beginning of the semester shall receive a full refund for their long-term tuition fee
- students who have been admitted to a Master's program for the next consecutive semester will be subject to a review of whether they are obliged to pay tuition fees from the respective semester onwards.

The application form for requesting a refund of fees can be found on the homepage of the University of Applied Sciences Erfurt at <https://www.fh-erfurt.de/en/organizational-matters/downloads>.

For further information and if you have any other questions, please contact the Student Admissions office. They can be contacted as follows:

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