

General Regulations on Fees and Charges of the University of Applied Sciences Erfurt

Pursuant to §§ 3 (1), 29 (1) p. 1 No. 8 of the Thuringian Higher Education Act of 10 May 2018 (Thuringian gazette p. 149), last amended by Article 128 of the Act on 18 December 2018 (Thuringian gazette p. 731) and § 2 (2) of the Thuringian Higher Education Fees and Charges Act (ThürHGEG) of 21 December 2006 (Thuringian gazette p. 601, 644), last amended by Article 12 of the Act on 06 June 2018 (Thuringian gazette p. 601, 644), the University of Applied Sciences Erfurt issues the following General Regulations on Fees and Charges.

The Rector's Office of the University of Applied Sciences Erfurt adopted the General Regulations on Fees and Charges on 19. September 2019. The Thuringian Ministry for Economic Affairs, Science and Digital Society approved the Regulations on Fees and Charges on 24 September 2019, ref.: 5515/61-16-6.

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§ 1 Scope

(1) In accordance with these regulations, the following fees and contributions are charged by the University of Applied Sciences Erfurt:

1. fees for exceeding the standard period of study, unless the student is exempt from fees according to § 4 (5) ThürHGEG (§ 2);
2. fees for continuing academic education (§ 3);
3. fees for occasional students (§ 4);
4. fees for senior students (§ 5);
5. fees for study materials (§ 6);
6. fees and charges relating to other public services, in particular administrative services (§ 7) and
7. late fees (§ 8).

(2) Fees charged for the use of the university's facilities are set out in the respective regulations for use.

(3) In cases not provided for by these regulations, the Thuringian General Administrative Cost Regulations (ThürAllgVwKostO), as last amended, shall apply.

§ 2 Fees for exceeding the standard period of study

(1) Students who exceed the standard period of study by a period specified in § 4 (1) and (2) ThürHGEG are required to pay fees in accordance with No. 1 of the Schedule of Fees (see appendix) unless, in accordance with § 4 (4) ThürHGEG, the student has applied for the fee to be deferred or the fee has been waived in whole or in part in accordance with § 4 (6) ThürHGEG.

(2) The obligation to pay fees pursuant to paragraph 1 may be deferred in accordance with § 4 (4) ThürHGEG or, in individual cases, may be waived in whole or in part upon application in accordance with § 4 (6) ThürHGEG. Applications for waiver of fees in accordance with paragraph 1 must be submitted to the unit responsible for charging fees at the University of Applied Sciences Erfurt within the specified period and using the form provided for this purpose.

(3) The University of Applied Sciences Erfurt adopts general principles for charging fees in accordance with paragraph 1 and for deferring the collection or waiving of fees in accordance with paragraph 2.

§ 3 Fees for continuing academic education

(1) Continuing academic education programs as defined in § 57 of the ThürHG are subject to fees and charges in accordance with § 6 of the ThürHGEG. The fees and charges shall be determined separately for each continuing education course and announced in a suitable and customary manner in good time before the course begins. They must cover the total costs arising from the continuing education program or other courses related to continuing education. These costs include, in particular, expenses for lecturers, student and academic assistants, teaching materials, technology, third-party services, catering, staff and the use of existing university resources.

(2) The fees and charges must be paid by the payment date specified in the fee notice or invoice. Fees for courses that the student has enrolled for in the continuing education program must also be paid even if the student does not attend these courses.

(3) It is only possible to withdraw an application for a continuing academic education program free of charge within the deadline set for the individual program. This date will be announced in due time in an appropriate and customary manner.

(4) Should the University of Applied Sciences Erfurt prematurely discontinue a continuing education program or other continuing education course, the related fees will be refunded proportionately. If a student wishes to prematurely withdraw from a continuing education program after the deadline mentioned in paragraph 3 and before the program has been completed, this is only possible if they can provide credible evidence of an important reason. In such cases, following written application from the student and after review and approval by the University of Applied Sciences Erfurt, a maximum of 40% of the fee still due will be waived for the applicant. If the requirements are not met, the University of Applied Sciences Erfurt is entitled to retain the fee.

§ 4 Fees for occasional students

(1) Upon admission, occasional students pay fees for the right to attend courses at the University of Applied Sciences Erfurt in accordance with no. 3 of the Schedule of Fees (appendix). Occasional students who receive social benefits or unemployment benefit ("Arbeitslosengeld II") as per the third chapter of Book II of the German Social Security Code (Sozialgesetzbuch) may apply for a waiver of fees in accordance with sentence 1.

(2) For participation in courses requiring extensive materials, the occasional student must also pay for the cost of these materials.

§ 5 Fees for senior students

Students who are aged 60 or over and are enrolled in an undergraduate or consecutive degree program pay a fee in accordance with No. 4 of the Schedule of Fees (appendix), provided that they are not subject to obligatory fees in accordance with § 4 ThürHGEG in conjunction with § 2. Students who receive basic income support due to old age and reduced earning capacity in accordance with the fourth chapter of Book XII of the Social Code shall be exempt from the fee in accordance with sentence 1 upon application.

§ 6 Fees for study materials

The University of Applied Sciences may charge fees for the purchase of distance learning materials and multimedia-based and online study materials within the framework set out in no. 5 of the Schedule of Fees (appendix).

The individual rates for the fees must be set in such a way that there is a reasonable relationship between the fee amount, taking into account the costs of obtaining, preparing and providing the materials, on the one hand, and the importance, economic value or other benefit of the service, on the other hand.

The costs referred to in sentence 2 include at least the personnel and material costs. The fees due and the payment deadlines shall be determined separately and announced in good time in a suitable and customary manner, e.g. on the Internet.

§ 7 Fees and charges relating to other public services

(1) A fee for the initial issue of the thoska chip card, which serves as a student ID, is charged in accordance with no. 6.1 of the Schedule of Fees (appendix) as a prerequisite for enrolment. This fee will not be refunded in the event of termination of enrolment.

(2) Fees will be charged for second issue/duplicates of

1. the thoska chip card, which acts as the student ID card
2. final grade reports or certificates

in accordance with nos. 6.2-6.3 of the Schedule of Fees (appendix).

(3) Every semester, the Central Examinations Office issues all students with a free grade transcript listing their grades for the respective examination period. For each additional grade transcript issued by the Central Examinations Office, students must pay a fee in accordance with no. 6.4 of the Schedule of Fees (appendix). This does not apply to certificates of achievement in accordance with § 51 (4) ThürHG.

§ 8 Late fees

For late enrolment or re-enrolment, a late fee will be charged according to no. 7 of the Schedule of Fees (appendix).

§ 9 Fees for services not included in the degree program or examination regulations

(1) For participation in language courses which are not part of a degree course or foreseen in the program regulations, the University of Applied Sciences Erfurt can charge fees of up to 50 euros per lesson or 100 to 400 euros per course.

(2) The fee pursuant to paragraph 1 shall be calculated on the basis of the expenditure incurred by the higher education institution, taking into account the benefit, economic value or other significance of the service for the user.

§10 Due dates

(1) The fees and expenses pursuant to §§ 4 and 7 are due upon submission of the application. Late fees according to § 8 are due upon late re-enrolment.

(2) Fees according to §§ 4 and 5 are due in the enrolment or re-enrolment period.

(3) Enrolment requires proof of payment of the fee according to § 7 (1). In the event of late payment as per § 8, enrolment or re-enrolment for the degree program is subject to proof of payment of the late fee and, if the standard period of study has been exceeded as per § 2, proof of payment of the corresponding fee.

(4) The fee pursuant to § 2 shall be due and payable upon issuance of the fee notice, unless the notice provides otherwise.

§ 11 Commencement, expiration

These General Regulations on Fees and Charges come into force on the day after they are published in the University of Applied Sciences Erfurt Gazette. Concurrently, the previous General Regulations on Fees and Charges of the University of Applied Sciences Erfurt dated 18.05.2007 (FHE Gazette No. 9) as amended on 10.02.2016 (FHE Gazette No. 59) shall no longer be valid.

Erfurt, 27 September 2019

Prof. Dr.-Ing. Volker Zerbe

Rector

Appendix to the General Regulations on Fees and Charges
of the University of Applied Sciences Erfurt
Schedule of Fees

No.	Item	Basis of assessment	Amount in €
1	Fees for exceeding the standard period of study	per semester	500
2	Fees for continuing education programs	vary according to individual program	50 - 30,000 per participant/student
2.1	Fees in instalments for continuing education programs	per instalment	10
3	Fees for occasional students	per semester	100
4	Senior students	per semester	250
5	Study materials (distance learning materials, multimedia-based and online study materials)	range of fees	5 - 2,500
6	Fees and expenses for other public services (in particular, administrative services)		
6.1	Fee for initial issue of the thoska chip card	per card	20
6.2	Fee for second issue of the thoska chip card	per card	20
6.3	Fees for duplicates of final grade reports or certificates	per final grade report/certificate	30
6.4	Issue of a grade transcript	per additional grade transcript according to § 7 (3)	5
7	Late fees		25