STATEMENT/APPEAL FOR A (PARTIAL) WAIVER OF LONG-TERM STUDY FEES IN ACCORDANCE WITH § 4 THÜRHGEG

◯ Statement   ◯ Appeal

Petitioner

Surname   First name

Address

Registration number   Degree programme

I petitioned for a waiver/submitted an appeal last semester   ◯ yes   ◯ no

Periods not taken into account (can only be declared once before the end of the 2nd semester. Please enclose confirmation if you did not change your degree programme at the BUW)

◯ Change of degree programme

Date of enrolment   Degree programme

Change of programme   Degree programme
(sem.)

◯ Leave(s) of absence (Please enclose confirmation of leave of absence if you did not take it at the BUW)

Semester absent   Semester absent   Semester absent

◯ Semester(s) of foreign study (Please enclose applicable proof of completion.)

Semester abroad   Country, university

Semester abroad   Country, university

Extension of tuition-free period of study

◯ Childcare and upbringing (max. double the standard period of study)

Declaration:
I have legal custody of the child and live with him/her in a common household.

Please enclose the following documents:
_ Birth certificate(s) of the child (children)
_ Confirmation of registration by the responsible authority (usually the Youth Welfare Office (Jugendamt) for the period of care/upbringing.

Name of 1st child   Date of birth

I regularly and personally performed childcare duties:

from   to

Name of 2nd child   Date of birth

I regularly and personally performed childcare duties:

from   to

◯ Active involvement in university committees
(no more than two semesters)

Declaration:
I am/was a member of the following committee(s) and am/was actively involved in the work of the committee(s).

Committee   Term(s) elected

Committee   Term(s) elected

_____

Waiver of long-term study fees

I petition for a waiver of long-term study fees   for the semester _____ _____ on account of

○ Leave of absence (please enclose copy of confirmation of leave of absence)

○ Recipient of BAföG payments (please enclose copy of payment award notification)

Partial waiver for a second degree

I am currently enrolled

in the degree programme _____ _____

completed my first degree programme _____ _____

within the prescribed duration of study.

Dazu zeige ich an, dass

○ Furthermore, i declare that i received final marks for my first degree programme which far exceeded the average of my graduating class (top third or higher).

Please substantiate your statement by enclosing a copy of your university transcript and a certificate by the university's responsible examination office or the Federal Office of Administration in Cologne.

Cases of hardship

For the semester _____ _____ I petition for a

○ waiver of the long-term study fees

○ reduction in fees by _____ €.

because of

○ a physical handicap/serious illness which has prolonged my studies

Please enclose the following documents:
_ Medical certificate confirming the handicap/serious illness AND how they affect the duration of study
_ Written statement about your course of study so far and your plans for completion

○ was a victim of a criminal act which has prolonged my studies

Please enclose the following documents:
_ Confirmation that you were a victim of a criminal act
_ Medical certificate confirming the consequences of the criminal act AND how they affect the duration of study
_ Written statement about your course of study so far and your plans for completion

○ recent financial duress during the LAST phase of the final examination

Please enclose the following documents:
_ Confirmation of commencement of the final examination (e.g. Diplom, bachelor's degree, master's degree, 1st state examination)
_ Statements substantiating dire financial circumstances

○ unreasonable hardship because of special circumstances

Please enclose the following documents:
_ Detailed description of the circumstance with appropriate substantiation

Declaration
I hereby confirm that the information above is true and complete to the best of my knowledge. I am aware that erroneous, untruthful and incomplete information can result in consequences in accordance with § 4 ThürHGEG.

Place, Date _____ _____   Signature _____ _____