

Fees for applicants for a second degree check list

Am I subject to tuition fees? If I am, which options of exemption are available and what evidence must be submitted to the Aalen University of Applied Sciences at what time?

You have applied for a course of studies at the Aalen University of Applied Sciences and would like to study at our site? You have obtained a degree, want to obtain another and may have to pay tuition fees? You do not know what to do about it?

Find a checklist below that tells you whether you are subject to tuition fees and, if so, which options of exemption have been stipulated or what kind of evidence has to be submitted to the Aalen University of Applied Sciences.

Am I applying for a second degree for the purposes of the LHGebG BW?
Am I subject to tuition fees?

A) You will graduate or have already graduated from a course of studies? The following cases lead to compelling tuition fees:

- second or further degree in a distinct course of studies after a university entrance qualification acquired in Germany or equivalent (except for continuing courses of studies)
- second or other study in a consecutive master programme after a university entrance qualification acquired in Germany or equivalent (except for WB master programmes and other WB programmes)
- Registration in two or more different courses of studies at the same or different universities of the state of Baden-Württemberg after you have acquired a degree, at the beginning of the semester following the date of the first final report.

B) <u>Second degree applicant – compelling tuition fee</u>		
<ul style="list-style-type: none"> • Date of the 1st degree is before the application deadline 	Yes <input type="checkbox"/>	You apply for a second degree, a tuition fee is compelling. Please, submit to us the report of the first bachelor/diploma or master programme till the application deadline.
<ul style="list-style-type: none"> • Date of the 1st degree is after the application deadline but before the semester begins 	Yes <input type="checkbox"/>	You apply for a second degree, a tuition fee is compelling. Please, tell us the prospective date when the current course will be concluded.
<ul style="list-style-type: none"> • Date of the 1st degree is after the semester begins 	Yes <input type="checkbox"/>	A tuition fee is not compelling for the first semester – attention: a tuition fee is compelling in the following semesters. You will be invoiced on time.

ATTENTION: If you apply for exemption from the tuition fees, submit according evidence by post to the Aalen University of Applied Sciences till the application deadline!!!!

1) <u>Exemption from the tuition fee</u>	What is to be done?	
<ul style="list-style-type: none"> • If a student from abroad is paying a compelling tuition fee (fees pursuant to art. 3) and is subject to another compelling tuition fee for a second degree, only the fees for students from abroad have to be paid. 	Yes <input type="checkbox"/>	Please, send us the hearing form and confirm in writing that you must pay tuition fees for students from abroad or submit a copy of the corresponding invoice to the Aalen University of Applied Sciences till the application deadline.
<ul style="list-style-type: none"> • Second degree required for obtaining a professional qualification according to legal stipulations (e.g., if legal regulations for pursuing a profession require two degrees, such as facial surgeon, jaw surgeon etc.) 	Yes <input type="checkbox"/>	Please, send us the hearing form and submit to us according evidence till the application deadline

2) <u>Concurrent enrolment at several universities</u>	What is to be done?	
<ul style="list-style-type: none"> You are registered at several universities in Baden-Württemberg at the same time. 	Yes <input type="checkbox"/>	You are subject to tuition fees at one university only. Please, send a study conformation or the applying proof of admission to the Aalen University of Applied Sciences up to the respective application deadline. Then we will get in contact with the other university.
3) <u>Impediment or illness</u>	If any of these conditions applies to you, please, submit your application for relief from the compelling tuition fees including the following documents to the Aalen University of Applied Sciences till the application deadline.	
<ul style="list-style-type: none"> You have a considerable impediment or illness affecting your studying 	Yes <input type="checkbox"/>	Hearing + adequate evidence of your impediment (disabled pass with an impediment degree of at least 50 % or evidence by a health centre, medical certificates etc.).
<u>Restitution</u> A restitution of the fees is possible, if	Please, submit the restitution application including adequate evidence (see No. 2-6) to the Aalen University of Applied Sciences.	
<ul style="list-style-type: none"> You deregister within one month after the lecture period has commenced (Art. 4 paragraph 2 p. 3) 	Yes <input type="checkbox"/>	Application for restitution + deregistration certificate
<ul style="list-style-type: none"> the requirement for a legal exception was given but could not be demonstrated up to the enrolment or return (Art. 10 paragraph 4 p. 1). 	Yes <input type="checkbox"/>	Application for restitution
<ul style="list-style-type: none"> The tuition fee was charged without the requirements applying (Art, 48 in junction with 49a LVwVfG) 	Yes <input type="checkbox"/>	Application for restitution + suitable proof in copy

PLEASE, NOTE:

- The semester fee (administrative costs, students' association contribution and contribution to the student body with regard to its legal rights and obligations) is excluded from any exemption granted.
- The amount of the additional charge per semester is 650 euro and due when the corresponding invoice is issued.
- If the charge is not paid in time, applicants may not be enrolled or returning students may be deregistered.
- During a holiday semester or internship, the student can be exempted from the tuition fee. Please, apply for this exemption adequately.

If you have any further questions, please, refer to the student department

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Please, make sure that you submit any required evidence **till the application deadline**

15 January or 15 July

to the Aalen University of Applied Sciences. You may send us your evidence by post or hand in personally. Divergent application deadlines may apply to master programmes.

Aalen University of Applied Sciences

Admission office, room 271B

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73430 Aalen

If you have any further questions, please, contact:

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