



To the
University of Konstanz
Division of Student Affairs and Teaching
Student Service Centre
78457 Konstanz, GERMANY

Contact

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Email via contact form:
www.uni.kn/en/study/get-in-touch

Initial or follow-up
Application for deferred payment of tuition fees
for second degree studies

Last name, first name:		Student ID number:	01/
Address (street, post code, city):			
Phone/mobile/email:			

Important: Please tick any boxes that apply and enclose all required documentation.

I am hereby applying for deferred payment of tuition fees for second degree studies as per § 1 para. 2 "Landeshochschulgebührengesetz LHGebG" (state law on higher education fees) in connection with § 21 "Landesgebührengesetz LGebG" (state law on fees) **for the**

summer semester:	20 ____	or winter semester:	20 ____ / 20 ____
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Due to an **emergency** that occurred through **no fault of my own after** commencing my second degree studies, I am not able to pay the second degree tuition fees on time (**considerable financial hardship**).

Please describe and justify in detail on a separate sheet of paper why it is not possible for you to submit timely payment of the tuition fees for second degree studies as part of the current re-registration process for the aforementioned semester.

Please make sure to submit all required documentation with this request! In addition to the documents that are to substantiate your above reasoning, you need to also and especially provide evidence of your current and foreseeable income and expenditures. This may include, for example:

- current employment/student assistantship contract
- pay slips and/or bank account statements for the last three months
- proof of a savings account
- a current "BAföG" (German Federal Training Assistance Act) or Jobcenter letter detailing any financial support you receive
- current rental agreement
- proof of your contribution to student health insurance
- required child support/deposit payments
- additional information: _____

A positive decision on this application is not possible without relevant documentation! If needed, please continue on a separate sheet of paper.

Please turn over!

If the possibility of deferred payments is granted, I would like to request

Payment instalments in the amount of

2x 200 euros/month and 1x 250 euros starting on _____ (date).

2x 250 euros/month and 1x 150 euros starting on _____ (date).

other payment suggestion: _____ euros/month starting on _____ (date).

or

Deferred payment of the entire second degree tuition fees amount until _____ (date).

Important information about this application:

The application for deferred payment itself does not affect your obligation to pay second degree tuition fees. Payment of the total sum is still due on the stated deadline for re-registration. Every application for deferred payment is evaluated on a case-by-case basis. Future claims are not affected by submitting this application. The timely payment of the mandatory semester fee (Seezeit student services, student body and administrative fees) remains unaffected by this.

By signing this document, I declare that, to the best of my knowledge, the information I have provided here is complete and correct. I am aware that the information I have provided will be used to assess my eligibility for deferred payment and that I have to immediately notify the university of any changes to my circumstances. I am also aware that the University of Konstanz may demand further documentation if it suspects that any of the information I have provided is incomplete or incorrect.

.....
Place, date

X.....
Signature

Interne Bearbeitungsvermerke / For Internal use only:

Stundung ja nein

Ratenzahlung ja nein Betrag: _____ Euro zu Raten à _____ Euro/Monat

oder jeweils fällig am: _____

Zahlungsaufschub ja nein Betrag: _____ Euro bis _____ (Datum)

Wiedervorlage/Sperre etc. in STU erfasst!

Datum / Handzeichen BearbeiterIn: _____

Stand: February 2021