



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

Contact

Phone:
+49 7531 88-2664 | -4473 | -4997 | -3639
Email via contact form:
www.uni.kn/en/study/get-in-touch/

**Application for a (partial) waiver of tuition fees
for international students**

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 apply for a (partial) waiver of tuition fees for international students
as per § 7 Landeshochschulgebührengesetz LHGebG (state law on higher education fees) for the

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

Please explain your situation on a separate sheet, indicating details why paying the tuition fees for international students puts you in a financial emergency.

informal written explanation (obligatory)

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 and rental agreement
- pay slips and/or bank account statements for the last **three** months
- forecast of your income and expenditures over the next **six** months
- proof of a blocked or savings account
- a current "BAföG" (German Federal Training Assistance Act) or Jobcenter letter detailing any financial support you receive
- proof of your contribution to student health insurance
- required child support/deposit payments

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!

Important information about this application form:

Submitting the application for a (partial) waiver does not affect your obligation to pay tuition fees. Payment of the total sum is still due on the stated deadline for re-registration. Applications for waivers are evaluated on a case-by-case basis. If a waiver is granted, this does not automatically mean you can claim the same in the future. At any rate you will have to pay the mandatory semester fee (Seezeit student services, student body and administrative fees).

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 a (partial) waiver of tuition fees and that I have to immediately notify the university of any relevant 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.

..... **X**

Place, date Signature

For internal use:

Erlass ja nein

Betrag 1.500,- Euro oder teilweise iHv _____ Euro

Ergänzende Stundung ja nein

Ratenzahlung ja nein Betrag: _____ Euro zu Raten à _____ Euro/Monat
oder jeweils fällig am: _____

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

Daten/Wiedervorlage/Sperre etc. in STU erfasst!

Datum / Handzeichen BearbeiterIn: _____

Last update: July 2024