

## Fees for students from abroad 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?**

From the winter semester of 2017/18, the universities of the State of Baden-Württemberg will charge students from abroad with tuition fees of 1,500 EUR per semester.

If you are a student from abroad, you are basically subject to tuition fees. This law intends some exceptions, however, exempting students from abroad from tuition fees. If you meet the requirements and submit adequate evidence to us on time before enrolling or returning, you do not need to pay tuition fees for students from abroad.

You have applied for a course of studies at the Aalen University of Applied Sciences and would like to study at our site? You are an applicant or student from abroad 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.

Compelling tuition fees	
1) <u>Am I subject to tuition fees?</u>	What is to be done?
<p><b><u>Are you a citizen of any of the following countries (EU or EEA)?</u></b></p> <p>Belgium, Bulgaria, Denmark, Estonia, Finland, France, Greece, Great Britain, Ireland, Italy, Croatia, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Austria, Poland, Portugal, Romania, Sweden, Slovakia, Slovenia, Spain, Czechia, Hungary, Cyprus, Iceland, Liechtenstein or Norway.</p>	<p>You <b><u>are not subject to tuition fees</u></b>. Please, upload your ID, passport or other identity documents about the link given in the confirmation message (message received after successful online application). If you have not applied online, send an adequate copy by post to the Aalen University of Applied Sciences. If you do not submit adequate evidence, you will receive an invoice of the tuition fees due.</p> <p>Yes <input type="checkbox"/></p>

	No <input type="checkbox"/>	<p>You <b><u>are subject to tuition fees.</u></b> Please, upload your ID, passport or other identity documents about the link given in the confirmation message (message received after successful online application). If you have not applied online, send an adequate copy by post to the Aalen University of Applied Sciences.</p> <p>If you receive confirmation of your admission, an invoice of the tuition fees due will be attached. Please, pay the charged fees within the enrolment period stated in the admission confirmation.</p> <p>If circumstances applying to you should justify exemption, please, read about the following options of exemption. You may submit adequate evidence upon filing your application on paper.</p>
<p><b><u>Are you citizen of any of the following countries (states enjoying refugee quota)?</u></b></p> <p>Eritrea, Iraq, Iran, Syria or Somalia.</p>	Yes <input type="checkbox"/>	<p>You are not subject to tuition fees (attention: evidence must be produced accordingly). Please, mail the hearing and the confirmation of your stay permit to the Aalen University of Applied Sciences</p>

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

Options of exemption		
2) <u>no compelling tuition fee on account of the university entrance qualification</u>	Does one of these items apply? What is to be done?	
<ul style="list-style-type: none"> <li>• General university entrance qualification (Art. 58 paragraph 2 No. 1 LHG) acquired in Germany.</li> <li>• Specialised university entrance qualification (Art. 58 paragraph 2 No. 2 LHG) acquired in Germany.</li> <li>• Advanced technical university entrance qualification (Art. 58 paragraph 2 No. 3 LHG) acquired in Germany.</li> <li>• School qualification and Delta examination, specialised university entrance qualification or advanced technical university entrance qualification acquired in Germany (Art. 58 paragraph 2 No. 5 LHG)</li> <li>• Job qualification and qualification examination as far as the career training has been performed in Germany (Art. 58 paragraph 2 No. 5 LHG)</li> <li>• Job qualification and qualification examination as far as the job qualification and job experience have been obtained in Germany (Art. 58 paragraph 2 No. 6 LHG)</li> <li>• any domestic training approved by the Ministry of Education and the Arts (Art. 58 paragraph 2 No. 12 LHG)</li> </ul> <p><b>Attention when applying for master programmes:</b> Applicants from abroad for a master programme who are not subject to Art. 3 or Art. 5 LHGebG have to pay tuition fees even if the applicant has already accomplished a bachelor programme in Germany (no cause for exemption with a master programme - Art. 5 paragraph 1 No.10)</p>	Yes  <input type="checkbox"/>	You are not subject to tuition fees (attention: evidence must be produced accordingly). Please, send adequate evidence (report, Delta examination, career training etc.) to the Aalen University of Applied Sciences till the respective application deadline.
	No  <input type="checkbox"/>	This option does not apply to you. Please, read on.

<b>3) <u>Concurrent enrolment at several universities</u></b>	What is to be done?	
You are registered at several universities in Baden-Württemberg at the same time. (Art. 6 para. 1 LHGebG)	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.
	No  <input type="checkbox"/>	This option does not apply to you. Please, read on.

<b>4) <u>Causes of exemption</u></b>	If any of these causes applies, please, submit your application for exemption and the documents requested subsequently to the Aalen University of Applied Sciences till the application deadline.	
<ul style="list-style-type: none"> <li>Spouses, lifemates and children of a citizen of the EU or EEA, even if these are older than 21 years and not entitled to parental care any more (Art. 5 paragraph 1 No. 1 LHGebG)</li> </ul>	Yes  <input type="checkbox"/>	<a href="#">Hearing</a> + stay card (pursuant to Art. 5 paragraph 1 Freedom of Movement Act/EU) or long-term stay card or unlimited EC stay permit (Art. 7a AufenthG/EEC) or similar certificate or freedom of movement authorisation
<ul style="list-style-type: none"> <li>Swiss citizens are exempt from tuition fees if they work in Germany and members of their family are not subject to tuition fees on account of the Freedom of Movement Agreement</li> </ul>	Yes  <input type="checkbox"/>	<a href="#">Hearing</a> + stay card (pursuant to Art. 5 paragraph 1 Freedom of Movement Act/EU) or long-term stay card or unlimited EC stay permit (Art. 7a AufenthG/EEC) or similar certificate or freedom of movement authorisation
<ul style="list-style-type: none"> <li>Turkish adult students (older than 21 years)</li> </ul>	Yes  <input type="checkbox"/>	<a href="#">Hearing</a> + any required evidence, adequately proven

<ul style="list-style-type: none"> <li>• Foreigners who have a subsidiary permission or a permission to stay long-term (Art. 5 paragraph 1 No. 2 LHGebG).</li> </ul>	Yes <input type="checkbox"/>	<a href="#">Hearing</a> + subsidiary permission or long-term residence permit/stay card
<ul style="list-style-type: none"> <li>• Foreigners with mainly domestic residence recognised outside of Germany as refugees for the purposes of the agreement about the legal situation of refugees who are not only temporarily entitled to staying (Art. 5 paragraph 1 No. 3 LHGebG, e.g., refugees pursuant to the Geneva Refugee Convention)</li> </ul>	Yes <input type="checkbox"/>	<a href="#">Hearing</a> + evidence of permission to stay for at least 1 year (Art. 25 paragraph 2 AufenthG) or travel identity cards of Geneva Convention signatory states or passport entry and registration certificate, subsidiary permission
<ul style="list-style-type: none"> <li>• Homeless foreigners for the purposes of the law concerning the legal condition of homeless foreigners (Art. 5 paragraph 1 No. 4 LHGebG)</li> </ul>	Yes <input type="checkbox"/>	<a href="#">Hearing</a> + national passport and official document disclosing the homeless condition or passport substitute for foreigners (grey travel passport for foreigners) including entry on the condition as homeless foreigner
<ul style="list-style-type: none"> <li>• Foreigners with permanent domestic residence with residence permit or spouse thereof with such permit or with subsidiary permission (Art. 5 paragraph 1 No. 5 LHGebG).</li> </ul>	Yes <input type="checkbox"/>	<a href="#">Hearing</a> + identity card with adequate disclosure of the own residence permit and that of the spouse, or subsidiary permission
<ul style="list-style-type: none"> <li>• Foreigners with permanent domestic residence and a residence permit or spouses thereof with such permit and continuously staying in Germany, rightfully or tolerated, since 15 months or more (Art. 5 paragraph 1 No. 6 LHGebG)</li> </ul>	Yes <input type="checkbox"/>	<a href="#">Hearing</a> + stay permit (issued more than 15 months ago) or, if this has been issued less than 15 months ago, evidence of 15 months of legal or tolerated stay issued by the foreign authority
<ul style="list-style-type: none"> <li>• Tolerated foreigners with permanent domestic residence who are continuously staying in Germany, rightfully or tolerated, since 15 months or more (Art. 5 paragraph 1 No. 7 LHGebG).</li> </ul>	Yes <input type="checkbox"/>	<a href="#">Hearing</a> + passport disclosing tolerance or tolerance document, evidence of previous stay since 15 months issued by the foreign authority or fictional certificate (i. e. acknowledgement of the foreign authority confirming more than 15 months of legal and/or tolerated stay).
<ul style="list-style-type: none"> <li>• Foreigners who have domestic residence since a total of five years and been legally employed (Art. 5 paragraph 2 No. 8 LHGebG)</li> </ul>	Yes <input type="checkbox"/>	<a href="#">Hearing</a> + tax assessments of the recent 5 years + table of previous occupations and BaföG, template 4)
<ul style="list-style-type: none"> <li>• Foreigners whose parent(s) has/have been domestic residents for at least three years within the recent six years</li> </ul>	Yes <input type="checkbox"/>	<a href="#">Hearing</a> + tax assessment confirming those 3 years of domestic income of the parent(s)

before the study programme commences and have legally earned income (Art. 5 paragraph 1 No. 9 LHGebG).		+ table listing income (including BaföG template 4) + birth certificate of the child
<ul style="list-style-type: none"> <li>• Foreigners who have accomplished a domestic bachelor course and a master course or a state exam or a diploma course (Art. 5 paragraph 1 No. 10 LHGebG)</li> </ul>	Yes <input type="checkbox"/>	<a href="#">Hearing</a> + evidence of a domestic bachelor and a master course or a state exam or a diploma course
<ul style="list-style-type: none"> <li>• None of the items listed under 4 applies or no adequate evidence is submitted to the Aalen University of Applied Sciences.</li> </ul> <p>You will be charged. If you are admitted, a corresponding invoice of tuition fees will be attached to the admission notification. Please, continue under No. 5.</p>		

<b><u>5) Causes of relief</u></b>	If one of these causes applies, , please, submit your application for relief from the compelling tuition fees to the Aalen University of Applied Sciences till the application deadline, including the following documents.	
<ul style="list-style-type: none"> <li>• Applicants who have got a scholarship promised in writing by a publicly financed sponsor before the LHGebG has become effective are not subject to compelling tuition fees in the course in which they are first enrolled after the commitment has been issued.</li> </ul>	Yes <input type="checkbox"/>	<a href="#">Hearing</a> + adequate evidence of the scholarship commitment.
<ul style="list-style-type: none"> <li>• Applicants enrolled in a lecture for preparing the qualification exam in the academic year before the winter semester 2017/18 begins are not subject to compelling tuition fees in the course in which they are first enrolled after the qualification exam has been passed.</li> </ul>	Yes <input type="checkbox"/>	<a href="#">Hearing</a> + adequate evidence of participation in the lecture
<ul style="list-style-type: none"> <li>• University partnership.</li> </ul>	Yes <input type="checkbox"/>	<a href="#">Hearing</a> + adequate evidence or information on the university partnership.

<b><u>6) Impediment or illness</u></b>	If any of these conditions applies to you, please, submit your application for relief from the compelling tuition fees to the Aalen University of Applied Sciences till the application deadline including the following documents.	
You have a considerable impediment or illness affecting your studying	Yes  <input type="checkbox"/>	<a href="#">Hearing</a> + adequate evidence of your impediment (disabled pass with an impediment degree of at least 50 % or evidence by a health centre, medical certificates etc.).

<b><u>Restitution</u></b> 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"> <li>You deregister within one month after the lecture period has commenced (Art. 4 paragraph 2 p. 3)</li> </ul>	Yes  <input type="checkbox"/>	Application for restitution + deregistration certificate
<ul style="list-style-type: none"> <li>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).</li> </ul>	Yes  <input type="checkbox"/>	Application for restitution + adequate proof in copy
<ul style="list-style-type: none"> <li>Requirements for a legal exception were not given upon enrolment or return but have occurred within a month after the lecture period has commenced (Art. 10 paragraph 4 p. 2)</li> </ul>	Yes  <input type="checkbox"/>	Application for restitution + adequate proof in copy

**PLEASE, NOTE:**

- The semester fee (administrative costs, students' association contribution and contribution to 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 1,500 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

Susanne Gentner

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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  
Beethovenstrasse 1  
73430 Aalen**

If you have any further questions, please, contact:

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