

## Admissions Office

### Application

### for remission, exemption/refund of long-term study fee

Applicant

Last Name	First Name
Student Number	

Application for exemption/refund of long-term study fee for the

Winter Semester	Summer Semester
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Please refer to the general notes on page 2!

### Reasons for remission, exemption and refund

1.  Leave of absence in accordance with § 9 Enrollment Regulations of Osnabrück University (§ 13 paragraph 1 sentence 2 no. 1)
2.  Care of a child in accordance with § 25 paragraph 5 BAföG who has not reached the age of 14 at the beginning of the semester (§ 13 paragraph 1 sentence 2 no. 2 NHG)
  - Birth certificate of the child (only to be submitted with the first application) **and**
  - Current household certificate (Haushaltsbescheinigung) / registration certificate.
3.  Care of a close relative in accordance with Section 7 (3) of the Caregiver Leave Act (PflegeZG) (Section 13 (1) sentence 2 no. 3 NHG)
  - Proof of the need for care and the family relationship in accordance with Section 7 (3) of the Caregiver Leave Act (PflegeZG) **and**
  - Proof from the care insurance fund/family Doctor of Care Services provided amounting to at least 10 hours per week
4.  Compulsory period of study abroad (Section 13 (1) sentence 2 no. 4 NHG)
  - Confirmation from the responsible examination office of an obligatory stay abroad **and**
  - Confirmation from the foreign university about the duration of the study period
5.  Compulsory practical semester (§ 13 para. 1 sentence 2 no. 5 NHG)
  - Confirmation from the responsible examination office of a mandatory practical semester **and**
  - Confirmation from the institution about the duration of the practice semester
6.  Effects of extending the period of study due to a disability (§ 14 para. 2 sentence 2 no. 1 NHG 1st alternative)
  - Disabled person's pass **and**
  - Official medical certificate on the existence and duration of the effect of extending the period of study.
7.  Effects of extending the period of study due to a serious illness (§ 14 para. 2 sentence 2 no. 1 NHG 2nd alternative)
  - Official medical certificate on the existence and duration of the effect of extending the period of study.
8.  Effects of extending the period of study as a victim of a criminal offense (§ 14 paragraph 2 sentence 2 no. 2 NHG)
  - Proof of being affected by a criminal offense.
9.  Existence of other unwarranted hardship (Section 14 (2) sentence 1 (NHG)
  - Reasons for the existence of unwarranted hardship **and**
  - Proof of the existence of unwarranted hardship

Place, date and signature of the applicant

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Please send the completed and signed application and the supporting documents exclusively in PDF format by email to [studierendensekretariat@uni-osnabrueck.de](mailto:studierendensekretariat@uni-osnabrueck.de). Unfortunately, it is not yet possible to submit an application via the student portal. Osnabrück University reserves the right to randomly check documents and to have the original document or a verified document presented.

## Admissions Office

### General Notes

- Any long-term tuition fees paid will only be refunded to the account used to pay these fees.
- Please send supporting documents by email in PDF format. Osnabrück University reserves the right to randomly check documents and to request the original document or a verified document.
- Exemption is only granted for the (one) semester applied for. A further exemption beyond the respective semester of application requires a new application and the renewed submission of the respective evidence.
- In your own interest, you should submit an application and the required documents to the Registrar's Office by the end of the respective re-registration period (for the winter semester 31.07. of each year; for the summer semester 28.02. of each year) at the latest, as these fees, like the semester fee, are due at the end of the re-registration period (see § 14 paragraph 1 sentence 1 NHG) and, in the event of non-payment, may lead to reminder proceedings with the consequence of compulsory disenrollment.
- If reasons according to § 13 paragraph 1 sentence 2 numbers 1 to 6 NHG only occur after the end of the respective re-registration period, these can only be taken into account retrospectively to reduce fees for the semester in question if the information and the documents required for this are received by the Admissions Office of Osnabrück University no later than one month after the end of lectures for the semester in question in accordance with § 14 paragraph 3 sentence 4 NHG. The same applies if you wish to assert reasons for remission in accordance with § 14 paragraph 2 sentence 2 number 1 NHG.

**Further information on long-term tuition fees and study credits can be found here:**

[www.uni-osnabrueck.de/en/prospective-students/studienbeginn/costs-of-studying/](http://www.uni-osnabrueck.de/en/prospective-students/studienbeginn/costs-of-studying/)