



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

**Contact**

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Fax: +49 7531 88-4138  
Email via contact form:  
[www.uni.kn/en/study/get-in-touch](http://www.uni.kn/en/study/get-in-touch)

Initial or  follow-up application  
for exemption from paying tuition fees  
for second degree studies

<b>Last name, first name:</b>		<b>Student ID No.:</b>	01/
		(Application No.):	
<b>Address (street, city):</b>			
<b>Phone/mobile/email:</b>			

**Important:** Please tick any boxes that apply and enclose all required documentation.  
Legal basis: § 8 para. 4 "Landeshochschulgebührengesetz LHGebG" (state law on higher education fees).

**I hereby request an exemption from paying tuition fees for second degree studies for the**

<b>summer semester:</b>	20 ____	<b>and/or for the winter semester:</b>	20 ____ / 20 ____
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**for the following reason:**

**Leave of absence**

**Important:** You must submit your leave of absence request **before** the start of the lecture period (§ 8 para. 4 in conjunction with § 6 para. 2 no. 1 LHGebG).

Documentation:

Copy of the notification granting your leave of absence.

**Internship semester**

**Important:** An internship semester is a mandatory component of your study programme as set out in the relevant examination regulations (§ 8 para. 4 in conjunction with § 6 para. 2 no. 3 LHGebG). Voluntary internships do not qualify.

Documentation for "Lehramt" students:

Initially, you may submit a provisional note from the school (e.g. an email), confirming your concrete plans for completing your "**Schulpraxissemester**" (practical teaching semester) there during the period of time specified above.

**Important:** Please hand in official confirmation from the school as soon as your "Schulpraxissemester" is over. If you fail to submit official confirmation, you will not be able to re-register for the following semester and you will also have to pay tuition fees for your practical teaching semester.

Documentation for students from other study programmes:

Please submit a certificate from your department's internship coordinator, confirming that you will complete your mandatory internship semester during the period of time specified above.

**Please turn over!**



**Considerable difficulties to carry out your studies due to a disability** identified in § 2 “Neuntes Buch Sozialgesetzbuch - SGB IX” (volume 9 of the German social code) (§ 8 para. 4 in conjunction with § 6 para. 7 LHGebG).

Documentations:

- a) In case of a **degree of disability (GdB) of 50% and more**, it is usually sufficient to present a valid severely disabled person's identity card. This card can be obtained from the relevant “Versorgungsamt” (social security authority). Note: Please ask your “Versorgungsamt” to determine whether you are eligible for a disabled person's pass (§ 69 SGB IX).
- b) If the **degree of disability (GdB) is less than 50%**: Submission of the notice from the “Versorgungsamt” on an already determined “GdB” or a current specialist medical opinion. In addition, submission of a certificate from the representative of the University of Konstanz for students with disabilities or chronic illnesses, which specifically states the effect that makes studying considerably more difficult.

**Important information about this application form:**

Please enclose original documentation or legally attested copies. Applications for exemptions must be filed **before the start of the lecture period at the very latest** (§ 10 para. 3, sentence 2 LHGebG). The mere fact of applying for an exemption does not impact your obligation to pay tuition fees. In order to be admitted to university, you must pay your tuition fees as specified in the relevant notification until your request for an exemption has been approved. In this case, you will be fully reimbursed for any payments towards your tuition fees made until then.

By signing this document, I declare that, to the best of my knowledge, the information I have provided is complete and correct. I am aware that the information I have provided will be used to assess my eligibility for an exemption and that I have to give immediate notification 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

Befreiung     ja     nein    von \_\_\_\_\_ bis \_\_\_\_\_

Handzeichen: \_\_\_\_\_

Datum: \_\_\_\_\_

Stand: January 2022