



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](http://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.

**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 savings account
- a current German BAföG\* 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!**

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: \_\_\_\_\_

Last update: July 2024