



Fee Regulations of the University of Applied Sciences for Intercultural Theology Hermannsburg (FIT)

amended according to the resolution passed by the University of Applied Sciences Conference (FHK) on the 11.06.2019.

1. Tuition fees and administrative charges

➤ Tuition fees for BA degree courses:

Tuition fees per semester	500,00 €
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The tuition fees upon matriculation are due on the **15th September**. In order to re-register by the stipulated deadline for the following semesters, the tuition fees for the respective winter semesters are due by the **31st July** and for the respective summer semesters by the **31st January**.

Matriculation or re-registration is only properly complete upon submission of a valid certificate of health insurance coverage. Certificates required for the Federal Financial Aid Office, see § 9 of the BAföG Regulations, can only be issued after receipt of the tuition fees.

Tuition fees and any other paid fees and charges will only be reimbursed in cases of ex-matriculation during a current semester, if a written application for reimbursement is filed by the start of the respective lectures (§ 8.1 Matriculation Regulations). An administrative charge of 5,00 € will be levied for any student ID card already issued. The free photocopy card (value 11,00 €) handed out by the university for study purposes once per semester must be reimbursed in full by the student, if already issued.

Application for Leave of Absence before the beginning of the semester	no charge
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No tuition fees have to be paid for the semester for which Leave of Absence has been applied for. The Application for Leave of Absence must be submitted in writing by the beginning of the respective semester – at the very latest by the 15.11. for the winter semester and by the 15.04. for the summer semester. Leave of Absence is granted for a whole semester.

Leave of Absence, in accordance with Point 4 of the Leave of Absence Regulations, can only be granted under special conditions once a semester has begun:

„Leave of Absence is not usually granted in the **first subject-specific semester** or a semester that has already begun, unless for one of the following reasons: **maternity leave** and/or **parental leave** or **attested illness**.” In such cases the tuition fees will be refunded proportionally according to the date of authorization for the leave. Study fees will be deducted for every foregone or started month.

➤ Fees for guest students:

Fulltime attendance	100 % of the tuition fee	500,- €
9 to 16 hours attendance per week during the semester	50 % of the tuition fee	250,- €
Up to 8 hours attendance per week during the semester	25 % of the tuition fee	125,- €

The fees for guest students are due at the beginning of each semester i.e. on the 01.04 or 01.10.

No fees are charged for academic services and the taking of examinations.

Registration as a guest student is always for the duration of one whole semester and is binding. Fees will not be reimbursed.

Duly enrolled students of the MA Intercultural Theology course offered in cooperation with the Georg-August-University Göttingen will not be charged guest student fees.

➤ Administrative charges:

- **Charges for late re-registration/late applications**

Late re-registration	20,00 €
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A charge will be levied for late re-registrations. Re-registration is not possible once a semester has begun (01.04. or 01.10.).

A student will automatically be ex-matriculated, if the tuition fees due for the following semester and the late re-registration charge are not credited to FIT's bank account by the 30.09. or the 31.03. at the very latest.

Application for Leave of Absence after the beginning of the semester	20,00 €
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An administrative charge of 20,00 EUR will be levied if an Application for Leave of Absence is filed after the beginning of the semester (01.10. or 01.04.).

- **Course related certificates and examination certificates**

1 st issue of student ID card	no charge
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1 st issue of Course Credit Certificate	no charge
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Course Credit Certificates are issued in German or, on request, in English. If a certificate has already been issued and an additional certificate in the other language is required, then this is a second issue thereof.

1 st issue of Certificate of Enrolment for health insurance companies, BAFöG, ex-matriculation etc	no charge
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1 st issue of BA Certificate and Diploma Supplement (German and English)	no charge
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- **Second issue of course related certificates and examination certificates**

2 nd issue of student ID card (if lost)	5,00 €
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2 nd issue of Course Credit Certificate	10,00 €
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Course Credit Certificates are issued in German or, on request, in English. If a certificate has already been issued and an additional certificate in the other language is required, then this is a second issue thereof.

2 nd issue of Certificate of Ex-matriculation / Certificate certifying course length e.g. for pension fund etc.	10,00 €
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2 nd issue of BA Certificate or Diploma Supplement - per document	25,00 €
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- **Other certificates**

Additional certification of examination and study achievements - with exact listing of the modules/subjects	10,00 € 20,00 €
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Other certificates	10,00 €
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Charges for second issues and other certificates are to be paid in advance or upon receipt, otherwise the documents will not be handed over.

Default of payment and reminder procedure

Charge per reminder	2,50 €
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In accordance with § 286 Para 2 No 1 of the Federal Civil Code, students are in default of payment if agreed upon payment deadlines are not kept, and in accordance with § 288 of the Federal Civil Code, interest on arrears will be levied for every delayed payment.

Standardized default action will be taken if a student has debts. The FIT will issue a reminder after 4 weeks of non-payment, followed by a second reminder after 6 weeks. Further non-payment will result, for example, in the FIT ex-matriculating the student or initiating legal measures. For every reminder a charge of 2,50 EUR is levied as default compensation.

The deadlines for reminders are specified in the respective contracts.

Should duly enrolled students be unable to meet their contractually agreed to payment obligations, because for example, BAföG applications filed at the start of their studies have yet to be approved, then they must submit an official application for payment deferment to either the CEO or the Prorectorate for Administration.

Students must submit a detailed debt repayment plan together with their application for payment deferment.

2. Review of tuition fees and administrative charges

FIT Hermanssburg reserves the right to annually, at the beginning of the winter semester, review its tuition fees and administrative charges and to amend them if necessary. The amendments are binding for existing contracts, insofar as not otherwise regulated.

FIT Hermanssburg reserves the right to levy further fees and administrative charges resulting from administrative expenses or official costs and to include these fees in the Fee Regulations.

The Fee Regulations shall come into force on the 01.10.2019 .

Enclosure:

Excerpt Matriculation Regulations

§ 8 Ex-matriculation

- (1) ¹Following their application students are to be ex-matriculated with immediate effect or at a later date in the current semester. ²Paid contributions, fees and charges will be refunded if the application is filed by the start of the lectures.
- (2) Students are to be ex-matriculated as of the expiry of the respective semester if no matriculation exists in a further course of studies or study programme and
 - the matriculation was obtained by malicious deceit; threat or bribery or by essentially incorrect or incomplete details,
 - an examination was finally not passed,
 - a final examination was passed and no justified interest has been proven in the continued existence of the matriculation,
 - the certificate of a health insurance concerning the fulfilment of the insurance obligation or the exemption from such insurance is not submitted within the deadline set by the University.
- (3) ¹Students are to be ex-matriculated effective as of the last day of the last semester, at which they properly reported back, if contributions, fees and charges are not paid despite a reminder and the setting of a deadline with the threat of the ex-matriculation. ²A fee of EUR 2.50 will be charged for the reminder.
- (4) Students can be ex-matriculated as of the end of the respective semester if facts become known or occur, which would have justified the rejection of the matriculation, in particular conditions and stipulations associated with the matriculation, are not fulfilled or not fulfilled within the deadline.
- (5) The ex-matriculation will be carried out by the handing over or formal service of the ex-matriculation certificate.

§ 9 Sabbatical

- (1) ¹Students can be granted sabbatical leave for up to four semesters within the scope of the studies from the second specialist semester. ²Further details are regulated by the sabbatical regulations of the University.
- (2) ¹The application is to be filed in writing for the respective winter semester no later than by 15. November, for the respective summer semester no later than by 15 April. ²The sabbatical shall respectively be carried out for an entire semester.
- (3) ¹Students on sabbatical leave have all rights of a University member. ²Study and examination performances cannot be taken during a sabbatical; performances already achieved before filing the application shall remain unaffected.

Excerpt from the leave of absence regulations:

4. Leave of absence is not usually granted in the **first subject-specific semester** or a semester that has already begun, unless for one of the following reasons: **maternity leave** and/or **parental leave** and/or an **attested illness**.