

Exemption request

Winter semester Summer semester

- I hereby request an exemption from the payment of long-term study fees.
- I am submitting a hardship request



Carl von Ossietzky
 Universität Oldenburg
 Immatrikulationsamt
 Postfach 2503
 26111 Oldenburg

Please submit the documents in good time before the re-registration period:
 in the summer semester 15/01 - 15/02
 in the winter semester 01/07 - 31/07

Tick or complete as applicable

1.	Personal information				if necessary, student ID number	
	Surname, first name			Date of birth		
	Address					
	Email address			Telephone		
	Current degree programme/subject				Semester no.	
2.	Periods of study (please list all periods of study at German universities or universities of applied sciences, including any semesters off)					
	Semester from - to (SS ... - WS ...)	Number of semesters	Degree programme/subject	Location of university/university of applied sciences		
3.	Semesters off (please list each semester separately)					
	WS	SS	WS	SS	WS	
	WS	SS	WS	SS	WS	
	WS	SS	WS	SS	WS	

4.

Exemption request

I hereby request an exemption from the payment of long-term study fees and am therefore submitting the necessary supporting documents:

- Caring for a child during the study period, who is under the age of 14 at the start of the semester
Evidence: **Birth certificate or certificate of parentage** of the (youngest) child and a **declaration of childcare provision** covering the duration of childcare, since an extension to the study period is required (form is available online or from the Admissions Office)
- Caring for a close relative in need of care, in accordance with a report issued by the medical service
Evidence: **Report issued by the health insurance company's medical service** confirming that you care for a relative who does indeed require care (care level 1) and that the amount of care you provide on a weekly basis corresponds to approx. 90 minutes per day on average, **evidence of kinship**.
- Paying long-term study fees at another university/university of applied sciences in Lower Saxony because you are enrolled on a degree programme that is jointly offered by several universities
Evidence: **Enrolment certificate** from the other university/university of applied sciences and **bank statement** confirming you have already paid the study fees for the semester concerned.
- Semester abroad, placement semester or placement year in accordance with medical licensing regulations
Study and examination regulations that **specify** the length of the study period abroad or of the placement semester/year and a corresponding **certificate** from the institution or organisation stating the exact dates.
- Elected a member of a body of the University, of the student community or of the Student Administration and Social Welfare Organisation (Studentenwerk) (extension of the study period by two semesters)
Evidence: **Certification from the relevant body confirming the election and duration/period of the activity**

5.

Hardship request

I hereby request exemption from long-term study fees due to undue hardship and am therefore submitting the necessary supporting documents:

- Academic delay due to a disability or severe illness
Evidence: **Medical certificate** confirming that the disability or illness has an impact on academic progress, stating the period and extent to which your ability to study (degree of disability as a percentage) is or was impaired by the disability or serious illness.
If your degree of disability (German: GdB) is **at least 50 percent**, you do not have to submit a medical certificate. Instead, you are required to submit a photocopy of your disability pass and a statement on the impact of the illness/disability on academic progress.
- Academic delay due to being the victim of a crime
Evidence: Court decision or attestation from the public prosecutor as well as a specialist opinion on the extent to which this particular situation has had an impact on academic progress.
- You are an international student who, due to shortcomings in the German language, initially enrolled at a university to learn German.
Corresponding evidence is attached.
- Financial hardship in the final semester only
Evidence: Income statements (bank statements) for the last three months (the total income may not exceed the current BAfÖG maximum rate) and a certificate from the Examinations Office confirming you have almost completed the degree programme: at the time of submitting the request, you must have obtained at least 150 credit points for a six-semester Bachelor's degree programme and at least 90 credit points for a four-semester Master's degree programme: please request the separate **attachment to this request** from the Admissions Office.

6.

Declaration

I confirm that the information provided is correct and complete. I am aware that providing false information may result in the cancellation of my enrolment. I declare that I have not failed to disclose either current or previous studies.

Place, Date

Applicant's signature