

## Exemption request - long-term study fees

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  
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 fill out as applicable!				
1.	<b>Personal information</b>			
	student ID (if present)			
	Surname, First name		Date of birth	
	Adress (street + postal code)			
2.	e-mail		Phone number	
	Current degree programme/subject		Semester number	
	<b>Periods of study</b> (please list <b>all</b> 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 science
3.	<b>Semesters off</b> (please list each semester separately)			
	WS	SS	WS	SS
	WS	SS	WS	SS
	WS	SS	WS	SS

4.	<p><b>Exemption request</b></p> <p>I hereby request an exemption from the payment of long-term study fees and am therefore submitting the necessary supporting documents:</p> <p>Caring for a child during the study period, who is under the age of 14 at the start of the semester <u>Evidence:</u> <b>Birth certificate</b> 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)</p> <p>Caring for a close relative in need of care, in accordance with a report issued by the medical service <u>Evidence:</u> <b>Report issued by the health</b> 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.</p> <p>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 <u>Evidence:</u> <b>Enrolment certificate</b> from the other university/university of applied sciences and bank statement confirming you have already paid the study fees for the semester concerned.</p> <p>Semester abroad, placement semester or placement year in accordance with medical licensing regulations <b>Study and examination regulations</b> 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.</p> <p>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) <u>Evidence:</u> <b>Certification from the relevant body</b> confirming the election and duration/period of the activity</p>
5.	<p><b>Hardship request</b></p> <p>I hereby request exemption from long-term study fees due to undue hardship and am therefore submitting the necessary supporting documents</p> <p>Academic delay due to a disability or severe illness <u>Evidence:</u> 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 <b>degree of disability</b> (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.</p> <p>Academic delay due to being the victim of a crime <u>Evidence:</u> <b>Court decision or attestation</b> 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.</p> <p>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.</p>
6.	<p><b>Declaration</b></p> <p>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.</p>
	<div> <div>Place, Date</div> <div>Applicant's signature</div> </div>