



Application for deferment, waiver or reimbursement of tuition fees for a second degree

The corona pandemic has a significant impact on students at the University of Freiburg. Students subject to second tuition fees therefore have the option of (partial) deferment, (partial) remission or (partial) reimbursement of tuition fees in the cases listed below in the event of personal or material inequity according to § 1 para. 2 Landeshochschulgebührengesetz (LHGebG) in conjunction with §§ 21, 22 para. 2 Landesgebührengesetz (LGebG).

Name, Vorname	
Matrikelnummer	
Studiengang	
Anschrift	
E-Mail	
Telefon	

Important: Please tick the appropriate box and enclose the required documents.

I apply for:

- a deferral of tuition fees
- a waiver of tuition fees
- a reimbursement of tuition fees

for

- Winter Semester 2020/2021 or
- Summer Semester 2021

reason:

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- 1)** a serious threat to my economic existence through the collection of tuition fees (personal unfairness - financial hardship)
- 2)** the complete or partial loss of the university's study, examination and supervision services due to the corona pandemic (factual inequity), in particular the cancellation of final examinations in the winter semester 2020/21 and the resulting unplanned re-registration for the summer semester 2021 or the cancellation of courses and study and examination credits
- 3)** a complete or partial impossibility, for which I am not responsible, to take up the study, examination and care offers of the university and to perform academic services (other personal inequity), in particular due to an officially forbidden or delayed entry due to the corona pandemic or due to a necessary care of own children due to the closing of day-care centres or schools

Required documents:

Please attach the following documents and evidence, depending on the reason given:

- 1):**
 - a) Current certificate of enrolment
 - b) proof of identity (copy or scan; only name, address, date of birth and period of validity are required, all other data may be blacked out)
 - c) Self-declaration of the cause of the financial distress in which you describe your personal situation. Please include information about your income and expenses as well as any assets and enclose meaningful evidence that your financial existence is endangered by the collection of tuition fees:
 - Bank statements of the monthly account balance of the last six months (copy)
 - Proof of your study financing for the first issue of your residence permit (e.g. bank statement, blocked account, confirmation of scholarship or similar, in copy)
 - Copy of current employment contract and/or employer's certificate of current or terminated activities (if available)
 - d) a statement as to whether you have assets or receive further assistance from private or public sources
 - e) Proof that you have applied for the KfW Student Loan and, if applicable, further proof of unsuccessful attempts to take advantage of funding opportunities available elsewhere (copy)
 - f) Where appropriate, an explanation of the reasons why otherwise available funding opportunities have not been exhausted
- 2):**
 - a) Current certificate of enrolment

- b) proof of identity (copy or scan; only name, address, date of birth and period of validity are required, all other data may be blacked out)
- c) Informal justification describing your personal situation and the extent to which courses, examinations and specific support services were cancelled
- d) Current overview of services
- e) Notification or other evidence of cancellation or postponement of examination dates
- f) Notification of the closure of laboratories, cancellation of courses or of specific support services or the like

3):

- a) Current certificate of enrolment
- b) proof of identity (copy or scan; only name, address, date of birth and period of validity are required, all other data may be blacked out)
- c) Informal justification describing your personal situation and in particular the extent to which you were unable to participate in the university's attendance and/or online offerings
- d) proof of communication with the embassy or of a visa already issued
- e) Notification of the closure of a day care centre/school or similar
- f) Copy of the birth certificate of the child/children under 12 years of age

Other documents and evidence (voluntary): _____

A decision on this application is not possible without the relevant documents. Please do not submit originals unless specifically requested. The documents cannot be returned and the Albert-Ludwigs-Universität Freiburg assumes no liability for unsolicited original documents.

Important notes:

The application must be submitted by **31.01.2021 (for reimbursements of fees in winter semester 2020/2021 and for waiver of fees in summer semester 2021)** (cut-off deadline). The application must be signed by hand and sent by post or as a scan/photo by e-mail to the Service Center Studies Albert-Ludwigs-Universität Freiburg:

Albert-Ludwigs-Universität Freiburg
Service Center Studium
Sedanstr. 6, D-79098 Freiburg
scs-info@service.uni-freiburg.de

The application for a (partial) waiver alone has no effect on the due date of the tuition fees. It is still due in full within the deadlines for continuing studies (re-registration). Each application will be decided on a case-by-case basis. Claims for the future cannot be derived from this. A separate application must be submitted for each semester. The timely payment of the obligatory semester fee (student union, student union and administrative costs contribution) remains unaffected.

In case of a (partial) refund of tuition fees, we offer to offset these against the tuition fees for the following semester.

In the case of a (partial) refund, I agree to offsetting against the tuition fees for the following semester.

In case of a (partial) refund, please transfer the money to the following account:

Account Holder _____

IBAN _____

BIC / Swift _____

Bank _____

With my signature I assure to the best of my knowledge that the information provided is complete and correct. I am aware that all information provided is the basis for a possible (partial) deferment, a (partial) waiver, or a (partial) refund of the tuition fee and that I am obliged to notify any subsequent changes to this information immediately. Finally, I am aware that the University of Freiburg may request further documents if there are any indications of possible incomplete information. If there are any indications of incorrect or incomplete information, it is further pointed out that the evasion of fees according to § 1 paragraph 2 LHGebG in connection with § 25 LGebG may constitute a criminal or administrative offence and may be prosecuted accordingly.

I have taken note of the information on data protection provided in the attachment.

Place and Date

Signature

Attachment: Information on Data Protection

Information according to Art. 13 and 14 of the General Data Protection Regulation (GDPR) on the application for deferment, waiver or reimbursement of tuition fees for a second degree

The protection of your personal data is a major concern of the University of Freiburg and we want you to be as well informed as possible about the processing of your personal data.

We process your personal data (hereinafter referred to as "data") in accordance with legal requirements and do so in a transparent manner. With the following data protection, information we explain to you which data will be processed in connection with the processing of the above-mentioned application, for which purposes and on which legal basis this will be done. You will also find information about contact persons and your rights.

<p>Data Controller University of Freiburg Friedrichstraße 39, 79098 Freiburg Phone: (+49) 0761/203-0 datenschutz@uni-freiburg.de https://www.uni-freiburg.de</p>	<p>Data Protection Officer The Data Protection Officer of the University of Freiburg Friedrichstraße 39, 79098 Freiburg datenschutzbeauftragter@uni-freiburg.de</p>
<p>Responsible internal unit University of Freiburg Service Center Studium Sedanstr. 6 D-79098 Freiburg scs-info@service.uni-freiburg.de</p>	
<p>Purpose of data collection The corona pandemic has a significant impact on students at the University of Freiburg. Students subject to second tuition fees therefore have the option of (partial) deferment, (partial) remission or (partial) reimbursement of tuition fees in the cases listed below in the event of personal or material inequity according to § 1 para. 2 Landeshochschulgebührengesetz (LHGebG) in conjunction with §§ 21, 22 para. 2 Landesgebührengesetz (LGebG).</p>	
<p>Categories of data Personal data is collected, which is necessary to prove that the application requirements are met, in particular personal master data, contact data, study data, financial data. Which evidence is required in detail depends on the respective subject of the application.</p>	
<p>Legal basis for data processing Art. 6(1)(e) in conjunction with (3) GDPR in conjunction with Section 10(2) Landeshochschulgebührengesetz (LHGebG) and Section 1(2) LHGebG in conjunction with Section 22(2) Landesgebührengesetz (LGebG), Section 4 Landesdatenschutzgesetz (LDSG).</p>	
<p>Storage duration or criteria for determining the duration</p>	

Your data will only be processed or stored as long as it is necessary for the above-mentioned purposes. This does not apply if, contrary to this, a longer storage or retention period is required by law or is necessary for legal enforcement within the statutory limitation periods. If data is only stored for the aforementioned purposes, access to data is limited to the necessary extent.

Recipient categories

Internal recipients are those employees of the University of Fribourg who require the data for their work in the course of fulfilling their duties. Further recipients are added in the event that we are legally obliged to pass on the data.

Your rights

1. You have the right to obtain information from the University of Freiburg about your personal data that we store and/or to have incorrect data corrected.
2. In addition, you have the right to demand deletion or restriction of processing or to object to processing.
3. Furthermore, in the event that you have given us consent, you have the right to revoke this consent at any time, whereby the legality of the processing carried out on the basis of the consent until revocation is not affected. You can also revoke your consent for the processing of individual data. In the case that you do not give or revoke your consent, you will not suffer any disadvantages.
4. If you believe that the processing of your personal data violates legal provisions you are entitled to complain to a supervisory authority, such as the *Landesbeauftragte für den Datenschutz* and the *Informationsfreiheit Baden-Württemberg* Königstraße 10a, 70173 Stuttgart, E-Mail poststelle@lfdi.bwl.de (<https://www.baden-wuerttemberg.datenschutz.de/>).
5. If you wish to assert your rights as data subject with regard to the University of Freiburg, please contact datenschutz@uni-freiburg.de.

Information on the appeal pursuant to Art. 21(1) GDPR

You have the right to object at any time, for reasons arising from your particular situation, to the processing of data concerning you, which is carried out on the basis of Art. 6(1)(e) GDPR (data processing in the public interest).

Supplementary information

We would like to point out that data transmission on the Internet (e.g. communication by e-mail) can have security gaps. A complete protection of the data against access by third parties is not possible in this case. Alternatively, you can also send us your documents by post to the above address.