

## Exemption request

Winter semester \_\_\_\_\_ Summer semester \_\_\_\_\_



**OLDENBURG**  
DEZERNAT 3  
STUDENTISCHE UND AKADEMISCHE  
ANGELEGENHEITEN

I am requesting an exemption from the payment of long-term study fees

I am submitting a hardship request

Carl von Ossietzky  
University of Oldenburg  
Registrar's Office  
P.O. Box 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.	<b>Personal details</b>		Student ID number (if applicable)	<input type="text"/>
	Surname, first name		Date of birth	
	Address			
	Email		Phone	
	current degree programme/subject			Semester
2	<b>Periods of study</b> (please list <b>all</b> periods of study at German universities or universities of applied sciences, including any semesters of leave)			
	Semester from - to (SS ... - WS ...)	No. of semesters	Degree programme/subject	Location of university/UAS
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<b>Semesters of leave</b> (please list each semester separately)			
	WS	SS	WS	SS
	WS	SS	WS	SS
	WS	SS	WS	SS

#### 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 **supervision agreement** covering the duration of childcare, since an extension to the study period is required (form is available online or from the Registrar's Office)
- Caring for a close relative, in accordance with the health insurance company's 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/UAS in Lower Saxony because you are enrolled on a degree programme that is jointly offered by multiple universities  
Evidence: **Enrolment certificate** from the other university/UAS and **bank statement** confirming you have already paid the tuition fee 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, 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 the 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 3 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 Registrar's 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