

Notification

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Content: 1. Schedule of fees of the University of Applied Sciences Emden/Leer
(Approved by the senate of the University of Applied Sciences Emden/Leer)



The full version of this notification can be viewed at:

<http://www.hs-emden-leer.de/hochschule/ordnungen-richtlinien-verkuendungsblaetter/verkuendungsblaetter.html>

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Schedule of fees of the University of Applied Sciences Emden/Leer

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Based on § 13 par. 9 of the Higher Education Act of Lower Saxony from 26.02.2007, amended by Article 1 of the law from 15.12.2015, the University of Applied Sciences Emden/Leer enacted the following schedule of fees on 17.05.2016:

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Schedule of fees of the University of Applied Sciences Emden/Leer

§ 1 Fees and charges

In order to fulfil its public tasks, the University of Applied Sciences Emden/Leer collects fees according to the Lower Saxony Higher Education Act.

As a consequence of the ban on aid, the fees for the provision of services will be charged in the private sector and agreed contractually on the basis of separate accounting.

§ 2 Fees for consecutive study programs

For tuition of consecutive study programs of the University of Applied Sciences Emden/Leer, the following conditions apply:

At the time of enrolment the valid fee rate applies, regardless of future changes, for the normal period of study plus two additional semesters. For study programs that require registration, the respective fixed semester fee is payable in addition. Students who deregister after the start of the current semester will not receive a refund for their tuition fees. Refunds are subject to the provisions of the Lower Saxony Higher Education Act. The semester dates are listed in the latest valid semester schedule.

From the winter semester 2016/2017 the consecutive Master's program Technical Management is charged with a fee of 5,650 € per semester.

§ 3 Media fees for basic and continued online study programs

For the purchase of study materials as part of undergraduate and consecutive online degree programs, a media fee of 78,- € is to be paid.

Against proof of a BAföG entitlement, the media fee is reduced to 53,- € per module / semester in accordance with paragraph 1.

The settlement of the media fees is handled by the "Hochschulverbund", a central association outside the university.

§ 4 Fees for postgraduates and duplicates

For the issuing of a graduation certificate as part of the subsequent award of a diploma, a fee of 100,- € is charged.

For duplicates of a certificate or a diploma, a fee of 50,- € is charged.

For duplicates of other study-related documents (for example, diploma supplement, transcript of records, etc.), charges of 20,- € to 100,- €, will apply depending on the effort involved.

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§ 5 Guest auditors

Guest auditors may attend up to four semester hours per week for a fee of 50,- € per semester. The fee for attending more than four semester hours per week is 100,-€ per semester.

For exam enrolments and the provision of credits, the university charges 50,- € per exam.

§ 6 Fees for Campus Card / Access Cards

Duplicate campus cards are free of charge if:

- your name changes;
- an electronic defect occurs;
- your card is stolen and the police is notified;
- in cases of particular hardship.

A fee of 15,- € is charged in all other cases, such as gross negligence or:

- loss;
- theft without police notification;
- damage caused by improper use.

§ 7 Fees for withdrawal of enrolment

To withdraw a registration, a fee of 25,- € is charged in accordance with § 3, paragraph 1 of the matriculation regulation.

§ 8 Fees for late registration

A fee of 25,- € is charged for missing the deadline for re-registration at the University of Applied Sciences Emden/Leer.

§ 9 Fees for university sports

University sport events under the guidance and supervision of the school exercise leaders and trainers are responsible for university members, the members of the cooperation partners, and members of the general German University Sports Association (adh). When no specific costs are indicated, courses are free. For expensive sports, fees are charged in accordance with Appendix 1. Appendix 2 lists operator fees for the use of sports equipment.

Schedule of fees of the University of Applied Sciences Emden/Leer

§ 10 Personal contribution of students who take part in field trips

Students can be asked to pay a percentage of the field trip fees when they participate.

§ 11 Reference to fee schedules of the German federal state

With respect to this order, additional fee arrangements, in particular for certifications, transcripts, etc., the general fees of the federal state of Lower Saxony may apply.

Library fees are listed in the current "country and university libraries fee schedule".

§ 12 Maturity and equitable measures

The deadlines are governed by § 14 NHG. Equity measures are decided by the university board upon proposal from the attending organization unit.

§ 13 Effective date

This notification goes into effect on the day following its publication in the official journal of the Hochschule Emden/Leer. At the same time, the previous fee schedule of 24.06.2008, and the order for the use of university facilities with economic activity of 17.06.2014, cease to be in effect.

Schedule of fees of the University of Applied Sciences Emden/Leer

Appendix 1 Schedule of fees of the University of Applied Sciences Emden/Leer

Paid sports courses

Fees and charges for special cost-intensive courses according to § 9 of the schedule of fees of the University of Applied Sciences Emden/Leer:

Per course	Students	Staff member and cooperation partners	External
2.1 Sailing (Theory SFB, SFS, SKS)	20,--€	40,--€	60,--€
2.2 Kitesurfing (Theory and practice)	120,--€	180,--€	180,--€

Effective: 17.04.2016

Appendix 2: User fees for water sports equipment

Exam preparation	Students	Staff member and cooperation partners	External
Flat rate jollyboat	20,--€	30,--€	40,--€
½ day usage of <i>Jonathan</i>	10,--€	15,--€	20,--€

Independent exam preparation	Students	Staff member and cooperation partners	External
Kite equipment (per device per day)	40,--€	60,--€	60,--€

*Fees for external persons are charged plus value added tax