

# **Statutes for Fees and Charges of Technische Hochschule Ingolstadt (GebEntgS)**

**from 11.12.2023**

On the basis of Art. 9 in conjunction with Art. 13 para. 7 of the Bavarian Higher Education Innovation Act (BayHIG) of 5 August 2022 (GVBl. p. 414, BayRS 2210-1-3-WK), as amended, Technische Hochschule Ingolstadt (THI) issues the following statutes:

Preliminary remark on the use of language:

Gender-specific designations are used for the sake of clarity and ease of reading; all regulations apply equally to all genders.

## Table of contents

I.	General information.....	2
§ 1	Scope of application and definitions.....	2
§ 2	Personal data, evidence.....	2
II.	Fees and charges.....	2
§ 3	Collection of fees and charges under private law.....	2
§ 4	Exception from the obligation to pay fees and charges.....	2
§ 5	Amount of fees and charges.....	3
§ 6	Due date of fees and charges.....	4
§ 7	Consequences of non-payment.....	4
§ 8	Exemption, reduction, refund.....	4
§ 9	Payment by instalments, deferral.....	5
III.	Service fees for foreign study applications and foreign students.....	6
§ 10	Collection of service fees.....	6
§ 11	Exceptions from the service fee obligation.....	6
§ 12	Amount of the service fees.....	7
§ 13	Due date of the service fees.....	7
§ 14	Consequences of non-payment.....	7
§ 15	Exemption.....	7
§ 16	Refund payment by instalments, deferral.....	8
IV.	Other fees.....	8
§ 17	Other fees.....	8
V.	Final provisions.....	8
§ 18	Transitional provisions.....	8
§ 19	Entry into force.....	9

## **I. General information**

### **§ 1**

#### **Scope of application and definitions**

- (1) These statutes apply to all fees and charges levied at Technische Hochschule Ingolstadt (THI) in accordance with Art. 13 BayHIG.
- (2) The levying of other fees, expenses and charges, in particular in accordance with the Costs Act and the levying of fees for the Studierendenwerk Erlangen- Nürnberg remains unaffected.
- (3) Persons enrolled in accordance with Art. 87 para. 3 sentence 1 BayHIG within the meaning of these statutes are persons who are enrolled at THI in accordance with the provisions of the Enrolment Articles.

### **§ 2**

#### **Personal data, evidence**

- (1) Study applications, students, persons enrolled under Art. 87 para. 3 sentence 1 and participants in further education programmes under Art. 78 para. 1 and 2 BayHIG are obliged under Art. 13 para. 8 BayHIG to provide the necessary personal data and submit the required documents.
- (2) Evidence that is neither in English nor in German must be accompanied by a complete translation into German by an officially sworn translator.

## **II. Fees and charges**

### **§ 3**

#### **Levying of fees and charges under private law**

THI levies fees and charges under private law

- a) of students and persons enrolled in accordance with Art. 87 para. 3 sentence 1 BayHIG for participation in training and part-time study courses in accordance with Art. 77 para. 3 sentence 4 BayHIG,
- b) of all matriculated and non-matriculated persons for participation in further education programmes in accordance with Art. 78 para. 1 and para. 2 BayHIG,
- c) persons enrolled in accordance with Art. 87 para. 3 sentence 1 BayHIG who attend courses other than those specified in Art. 78 para. 1 and 2 BayHIG outside of an academic study programme (visiting students).

### **§ 4**

#### **Exemption from the obligation to pay fees and charges**

No fees are charged for

- a) persons enrolled in accordance with Art. 87 Para. 3 Sentence 1 BayHIG, provided that the Enrollment in accordance with Art. 87 Para. 3 Sentence 1 BayHIG at another university in addition to the enrolment as a student for an undergraduate or postgraduate degree programme is not required.

study course is required to properly conduct and complete this academic study programme in accordance with the relevant examination regulations,

- b) Persons enrolled in accordance with Art. 87 para. 3 sentence 1 BayHIG who are enrolled as students at another university with which a corresponding cooperation agreement exists,
- c) foreign students enrolled in accordance with Art. 87 para. 3 sentence 1 BayHIG who are enrolled as part of a student exchange programme within the European Union or another state party to the Agreement on the European Economic Area or university cooperation agreements, which is also based on reciprocity with regard to the exemption from fees for academic studies, and
- d) Students who are authorised to attend lectures at the THI pursuant to Art. 77 para. 7 sentence 1 BayHIG.

## **§ 5**

### **Amount of fees and charges**

- (1) <sup>1</sup>The fees for part-time Bachelor degree programmes pursuant to Art. 77 para. 3 sentence 4 BayHIG are set in accordance with Art. 13 para. 2 sentence 1 and para. 3 sentence 1 no. 1 BayHIG in line with the increased costs for these formats. <sup>2</sup>The increased expenditure per semester for training and part-time Bachelor degree programmes in accordance with Art. 77 para. 3 sentence 4 BayHIG may not exceed half of the total costs. <sup>3</sup>The fees and charges for the further education programmes pursuant to Art. 78 para. 1 and 2 BayHIG are set in accordance with Art. 13 para. 6 BayHIG to cover the costs. <sup>4</sup>The other fees and charges shall be calculated in such a way that the costs incurred by the university and the benefit, economic value or other significance of the service for the recipient of the service are appropriately taken into account.
- (2) The amount of fees and charges is set out in Annex 1 and in the THI schedule of fees and charges to be issued by resolution of the University Governing Board.
- (3) For visiting students, the fee is based on the total number of semester hours of the lectures for which Enrollment is requested.
- (4) For module studies in accordance with Art. 77 para. 5 sentence 1 no. 1 and Art. 78 para. 1 sentence 2 no. 2 letter a) and para. 2 sentence 2 no. 2 letter a) BayHIG, the fees are charged in accordance with the percentage of the regular total ECTS per semester.
- (5) No fees are charged for the period of an academic leave of absence, provided that no modules are taken and no examinations are taken during this period.
- (6) The amount of the fees and charges set out in Annex 1 shall be reviewed every six months and adjusted if necessary.
- (7) <sup>1</sup>The basis for the calculation of fees and charges is documented. <sup>2</sup>There is no obligation to publish this documentation.
- (8) <sup>1</sup>The fees to be paid will be communicated to students and persons enrolled in accordance with Art. 87 para. 3 sentence 1 BayHIG. <sup>2</sup>The fees under private law are set out in an individual participation agreement.

## **§ 6**

### **Due date of fees and charges**

- (1) The obligation to pay fees generally arises with the application for Enrollment or registration for further studies (re-registration).
- (2) <sup>1</sup>Enrollment and re-registration fees must be paid in one lump sum by the date specified in the fee notice using the payment method specified in the notice. <sup>2</sup>Outstanding fees for previous semesters must be paid at the time of re-enrolment or re-registration.
- (3) Incoming payments that cannot be clearly allocated are first offset against fees in the order in which they are due, then against any administrative cost contributions and finally against the student union fee.
- (4) The due date for payment of the fee under private law is generally determined in an individual participation agreement with the participant; the fee must be paid by the start of the event at the latest.

## **§ 7**

### **Consequences of non-payment**

- (1) If the study application or the person to be enrolled in accordance with Art. 87 para. 3 sentence 1 BayHIG does not provide proof of payment of fees due, Enrollment will be refused (Art. 91 no. 4 BayHIG).
- (2) If the student does not provide proof of payment of fees due in the event of re-registration, exmatriculation will be carried out (Art. 91 para. 2 BayHIG).
- (3) If the participant does not provide proof of payment of fees due, he/she is excluded from participation in the respective offer.

## **§ 8**

### **Exemption, reduction, refund**

- (1) <sup>1</sup>Students, persons enrolled in accordance with Art 87 Para. 3 Sentence 1 BayHIG and participants for whom the levying of a fee or charge represents a particular hardship due to special circumstances of the individual case, even taking into account the possibility of participating in a comparable fee-free programme at THI, are exempt from the obligation to pay fees or charges upon application for the periods after application, including the current semester. <sup>2</sup>A particular hardship is to be assumed in particular if the charging of fees is unreasonable for the applicant due to financial and/or social circumstances in the individual case.
- (2) <sup>1</sup>The application pursuant to para. 1 sentence 1 must be submitted in writing or electronically. <sup>2</sup>The reasons for the particular hardship must be presented by the applicant in writing or electronically and made credible.
- (3) <sup>1</sup>Applications for exemption for the current semester will only be considered if they are received by the THI by 31 August (for the winter semester) or 15 February (for the summer semester). <sup>2</sup>If the reason for exemption occurs later, applications must be submitted to THI within four weeks of the reason for exemption occurring. <sup>3</sup>An application for exemption has no suspensive effect with regard to the payment obligation.
- (4) <sup>1</sup>If fees have already been paid and there is an exemption in accordance with para. 1, the fees paid will be refunded in the amount of the exemption. <sup>2</sup>Interest and costs will not be refunded.

- (5) Before granting an exemption pursuant to para. 1, it must be checked whether the applicant is in a position to pay part of the fees or charges or to pay in instalments.
- (6) If a further education or qualification programme is not carried out, any fees or charges already paid will be refunded.
- (7) Repeated failure to pass examinations or non-participation in teaching events does not entitle the student to a refund of payments made.
- (8) In the event of exmatriculation on application or ex officio or cancellation by the participant after the Start of studies, fees or charges already paid will not be refunded.
- (9) <sup>1</sup>If there is a special public interest, in particular an educational policy interest, in the implementation of further education programmes in accordance with Art. 78 Para. 1 and 2 BayHIG, THI may reduce the fees to be charged accordingly or waive the charging of fees. <sup>2</sup>Fees may be waived for a specific group of persons, for example, if THI offers continuing education courses for regional or supra-regional reasons in the interest of further developing the labour market. <sup>3</sup>The University Governing Board decides on a reduction of fees or on the waiver of fees in accordance with sentences 1 and 2.

## **§ 9**

### **Payment by instalments, deferral**

- (1) <sup>1</sup>Upon written or electronic application by the student, the person enrolled in accordance with Art. 87 para. 3 sentence 1 BayHIG or the participant and if there are reasons in accordance with § 8 para. 1, payment of the fee or charge may be permitted in three monthly instalments. <sup>2</sup>The fee for payment in instalments is EUR 20.00 and is due with the last instalment.
- (2) Upon written or electronic application by the student, the person enrolled in accordance with Art. 87 para. 3 sentence 1 BayHIG or the participant, THI's claims for payment of fees or charges may be deferred in the event of only temporary difficulties if their collection would involve particular hardship in accordance with Art. 87 para. 3 sentence 1 BayHIG.  
§ 8 (1) for the person liable to pay and the claim is not jeopardised.

### **III. Service fees for international students**

#### **§ 10**

##### **Collection of service fees**

<sup>1</sup>THI charges service fees in accordance with Art. 13 Para. 3 Sentence 1 No. 2 BayHIG for the special expenses incurred in providing social support for foreign students. <sup>2</sup>Foreign students are students who are not citizens of a member state of the European Union or another state party to the Agreement on the European Economic Area.

#### **§ 11**

##### **Exceptions to the service fee obligation**

(1) <sup>1</sup>No service fees are charged for

1. Nationals of another member state of the European Union,
2. Nationals of another state party to the Agreement on the European Economic Area and persons who hold a domestic higher education entrance qualification,
3. Persons with an established domestic connection in accordance with Section 8 (1) to (4) of the Federal Training Assistance Act, provided they are not already covered by Nos. 1 and 2,
4. Persons with a residence permit pursuant to Section 55 (1) of the Asylum Act who are nationals of a country of origin that was assessed by the Federal Office for Migration and Refugees as having a protection quota of 50 percent or more on 1 July of a year for the following winter semester and on 1 January of a year for the following summer semester; if the protection quota is not met, the obligation to pay fees will apply from the following semester,
5. Persons who, on the basis of other agreements, legal provisions or international treaties, are treated as equivalent to English citizens or are exempt from the levying of fees,
6. Study applications and students on the basis of special partnership agreements with THI,
7. Participants of the Summer School,
8. Participants in offers for further education in accordance with Art. 78 Para. 1 and 2 BayHIG,
9. Guest students,
10. Exchange students.

<sup>2</sup>§ Section 4 (1) applies accordingly.

- (2) Students are obliged to provide THI with the necessary information in order to be able to check the existence of the respective exceptions according to paragraph 1.
- (3) No service fees are charged for the period of an academic leave of absence, provided that no modules are taken and no examinations are taken during this period.

## **§ 12**

### **Amount of the service fees**

- (1) <sup>1</sup>The amount of the service fees to be paid is to be calculated according to the costs incurred by THI and the importance of the service for the student concerned. <sup>2</sup>Such expenditure results from the total additional personnel and material costs incurred for the special expenses for the social support of foreign students; in particular from costs arising from specific forms of organisation and the additional administrative requirements. <sup>3</sup>Actual utilisation of the services is not required for the claim to arise. <sup>4</sup>There is no entitlement to all services being offered at all times.
- (2) The service fees are payable for each semester in which the student is enrolled at the TH.
- (3) The amount of the service fees is set out in Annex 2 and the THI service fee schedule to be issued by resolution of the University Governing Board.

## **§ 13**

### **Due date of the service fees**

<sup>1</sup>The service fees are due upon Enrollment or re-registration; payment of the service fees is a prerequisite for Enrollment. <sup>2</sup>THI will issue a corresponding fee notice for this purpose. <sup>3</sup>The service fee must be paid by the date specified in the notification and by the payment method specified in the notification.

## **§ 14**

### **Consequences of non-payment**

<sup>1</sup>Students who have not paid the service fees due for each semester by the due date will not be able to attend lectures or take the associated examinations in the degree programme. <sup>2</sup>The date of receipt of payment by THI is decisive for this. <sup>3</sup>Students who have not paid the service fees due despite a reminder will not be enrolled or will be de-registered at the end of the semester, notwithstanding the provisions in sentence 2.

## **§ 15**

### **Liberation**

- (1) Upon application, the foreign student may be exempted from paying the service fee in individual cases if payment of the fees represents a particular hardship for the student. <sup>2</sup>Particular hardship is to be assumed in particular if the collection of fees is unreasonable for the applicant due to financial and/or social circumstances in the individual case.
- (2) <sup>1</sup>The application pursuant to para. 1 must be submitted in writing or electronically. <sup>2</sup>The reasons for the particular hardship must be presented by the applicant in writing or electronically and made credible.
- (3) <sup>1</sup>Applications for exemption for the current semester will only be considered if they are received by the THI by 31 August (for the winter semester) or 15 February (for the summer semester). <sup>2</sup>If the reason for exemption occurs later, applications must be

be submitted to THI within four weeks of the reason for exemption arising. <sup>3</sup>An application for exemption has no suspensive effect with regard to the payment obligation.

- (4) For foreign students who are enrolled in a degree programme before the entry into force of these statutes, this academic study remains free of charge.

## **§ 16**

### **Refund, payment by instalments, deferral**

- (1) <sup>1</sup>A refund of service fees is generally not possible; in the event of exemption in accordance with § 15 para. 1, fees already paid will be refunded in the amount of the exemption. <sup>2</sup>Interest and costs will not be refunded. <sup>3</sup>§ Section 8 (7) and (8) shall apply accordingly.
- (2) Payment by instalments and deferral are not possible.

## **IV. Other fees**

## **§ 17**

### **Other fees**

<sup>1</sup>The other fees are governed by the Costs Act (KG) of 20 February 1998 (GVBl. p. 43, BayRS 2013-1-1-F) as amended. <sup>2</sup>The amount of the other fees is set out in Annex 3.

## **V. Final provisions**

## **§ 18**

### **Transitional arrangements**

- (1) For students who were enrolled in a study course accompanying their education at the time of entry into force of these statutes, this academic study remains free of charge.
- (2) For students who were enrolled in a part-time degree programme at the time of entry into force of these statutes, the provisions of Art. 71 para. 2 sentences 2 to 4 of the Bavarian Higher Education Act (BayHSchG) in conjunction with the Higher Education Fee Ordinance (HSchGebVO) in the version applicable on 31 December 2022 shall continue to apply.
- (3) For students who were enrolled in a special academic study programme in accordance with Section 1 (1) sentence 2 no. 1 and 2 HSchGebVO in the version applicable on 31 December 2022 at the time of entry into force of these statutes, the provisions of Art. 71 (2) sentences 1, 3 and 4 BayHSchG in conjunction with HSchGebVO in the version applicable on 31 December 2022 shall apply.  
31 December 2022 will continue to apply.
- (4) For the students named in paragraphs 2 and 3, the regulations contained therein shall apply from the date of entry into force of these statutes, insofar as they are more favourable for these students.



**§ 19**  
**entry into force**

These regulations come into force on 01.01.2024. It applies to applicants who commence their academic studies at Technische Hochschule Ingolstadt from the winter semester 2024/25.

Issued on the basis of the resolution of the Senate of Technische Hochschule Ingolstadt dated 11 December 2023 and approved by the President.

Ingolstadt, 14.12.2023 signed.

Prof Dr Walter Schober  
President

These statutes were deposited at Technische Hochschule Ingolstadt on 18 December 2023. The resignation was announced digitally on 18 December 2023 by posting it on the homepage of Technische Hochschule Ingolstadt. The date of publication is therefore 18/12/2023.