

Eingangsstempel der Hochschule

To  
Hochschule Ravensburg-Weingarten  
Admission Office  
Doggenriedstraße  
88250 Weingarten

Contact:  
Admission Office  
Main Building H, H 022  
Phone: 0751/501-9344  
Email: studiengebuehren@rwu.de

## Application for Exemption from the Tuition Fee during a Semester of Leave

for international students or for a second degree

**Please note:** The application can only be considered if it is received by RWU before the beginning of the lecture period of the respective semester. An application can only be granted after the approval of the semester of leave.

**Payment obligation:** The payment obligation remains in force until you receive the official notification regarding the exemption from tuition fees. If you have already paid the tuition fee, it will be refunded in case that the exemption is granted.

Surname, First Name: .....

Student ID No.: .....

Street and Number: .....

Postal Code and City: .....

I request an exemption from the obligation to pay tuition fees for the  Winter 20...../  Summer 20..... during my semester of leave.

My application for a semester of leave  is attached/ has already been submitted.  will be submitted later.

- I have already paid the semester fee in the amount of ..... €.
- I have already paid the tuition fee in the amount of ..... € and kindly request a reimbursement.

Please transfer the refund amount to the following bank account:

Account holder: .....

IBAN: .....

BIC: .....

Name of the Bank: .....

Place/ Date

Signature

Bearbeitungsvermerke (to be filled in by Hochschule Ravensburg – Weingarten only)

Der Antrag wurde geprüft, der Semesterbeitrag in Höhe von ..... € ist am ..... eingegangen, die Studiengebühr in Höhe von ..... € ist am ..... eingegangen. Der Antrag ist genehmigt, der Betrag in Höhe von ..... € ist auszuzahlen.

Im Auftrag \_\_\_\_\_