

**Statutes  
on the levying of fees and charges  
at Coburg University of Applied Sciences and Arts  
(GebEntS)**

**(non-binding translation)**

from 13.12.2024

Pursuant to Art. 9 sentence 1 and sentence 2, and Art. 13 para. 7 sentence 1 of the Bavarian Higher Education Innovation Act (Bayerisches Hochschulinnovationsgesetz, BayHIG) of 5 August 2022 (GVBl 2022, p. 414, BayRS 2210-1-3-WK), as amended by § 3 of the Act of 23 December 2022 (GVBl p. 709) and § 2 of the Act of 24 July 2023 (GVBl p. 455), Coburg University of Applied Sciences and Arts enacts the following statutes:

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## **Part One: General Provisions**

### **§ 1 Scope of application**

- (1) These statutes apply to all fees and charges levied at Coburg University of Applied Sciences and Arts (Hochschule Coburg) pursuant to Art. 13 BayHIG.
- (2) The levying of other fees, expenses, and charges, in particular under the Costs Act (Kostengesetz), as well as the levying of contributions for the Studierendenwerk Oberfranken, remains unaffected.

### **§ 2 Personal data, evidence**

- (1) Applicants for admission, students, and participants in continuing education programmes pursuant to Art. 78 paras. 1 and 2 BayHIG are obliged, in accordance with Art. 13 para. 8 BayHIG, to provide the required personal data and to submit the required documentation.
- (2) Documents in a foreign language must be accompanied by complete translations into German prepared by an officially sworn translator.

## **Part Two: General Fees and Charges**

### **§ 3 Fee and charge provisions**

Coburg University of Applied Sciences and Arts levies fees and private-law charges

- a) from students for participation in degree programmes offered alongside vocational training or employment pursuant to Art. 77 para. 3 sentence 4 BayHIG;
- b) from all students and non-enrolled persons for participation in continuing education programmes pursuant to Art. 78 paras. 1 and 2 BayHIG;
- c) from applicants for admission for aptitude assessments in degree programmes pursuant to Art. 89 para. 2 sentence 1 BayHIG.

### **§ 4 Exemptions from the obligation to pay fees and charges**

No fees or expenses shall be charged for university examinations and state examinations, unless otherwise specified by law or statutory regulation.

### **§ 5 Amount of fees and charges**

- (1) <sup>1</sup>The fees for vocationally or work-accompanying 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, taking into account the increased effort required for these formats. <sup>2</sup>The increased effort per semester for vocationally and work-accompanying bachelor's programmes pursuant to Art. 77 para. 3 sentence 4 BayHIG may not exceed half of the total programme costs. <sup>3</sup>Other fees and charges shall be set so that the effort of the university as well as the benefit, economic value, or other significance of the service for the recipient is appropriately taken into account. <sup>4</sup>In doing so, the fees and charges for offerings pursuant to Art. 78 paras. 1 and 2 BayHIG shall be set at least to cover costs in accordance with Art. 13 para. 6 sentences 2 and 6 BayHIG.

(2) The fee and charge ranges for participation are as follows

- a) A vocationally or work-accompanying bachelor's programme (Art. 77 para. 3 sentence 4 BayHIG)
 

per Semester	1.000,00 to 2.000,00 EUR
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- b) A continuing education master's programme (Art. 78 para. 1 sentence 2 no. 1 BayHIG)
 

pro Semester	3.000,00 to 4.500,00 EUR
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- c) A further-qualifying bachelor's programme (Art. 78 para. 2 sentence 2 no. 1 BayHIG)
 

pro Semester	1.500,00 to 3.500,00 EUR
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- d) A continuing education course (Art. 78 para. 1 sentence 2 no. 2b) BayHIG
 

for all participants	per teaching hour (45 min)
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	5,00 to 125,00 EUR
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- e) A further-qualifying course (Art. 78 para. 2 sentence 2 no. 2b) BayHIG
 

for all participants	per teaching hour (45 min)
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	5,00 to 125,00 EUR
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- f) An aptitude assessment in degree programmes (Art. 89 para. 2 sentence 1 BayHIG)
 

per assessment	20,00 to 70,00 EUR
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(3) <sup>1</sup>Fees under paragraph 2 a) may be reduced to €600,00 per semester if prior qualifications are credited.

<sup>2</sup>A fixed fee may be defined for a work-accompanying bachelor's programme. <sup>3</sup>If the standard period of study, on which the total fee is calculated per semester, is not completed, the remaining amount shall be charged in the semester of completion. <sup>4</sup>If a bachelor's programme is not completed with a minimum fee, fees shall only be charged for semesters in which the student was enrolled.

(4) <sup>1</sup>A fixed fee may also be defined for a continuing education master's programme. <sup>2</sup>If the standard period of study is not completed, the remaining amount shall be charged in the semester of completion. <sup>3</sup>If a master's programme is not completed with a minimum fee, fees shall only be charged for semesters in which the student was enrolled.

(5) <sup>1</sup>For modular studies in vocationally or work-accompanying bachelor's or master's programmes (Art. 77 para. 5 sentence 1 no. 1 BayHIG), fees are charged proportionally according to the module's share of ECTS credits relative to the total ECTS credits of the programme. <sup>2</sup>ECTS credits relating to practical periods or final theses are not included.

(6) <sup>1</sup>For modular studies in further-qualifying bachelor's or continuing education master's programmes (Art. 78 para. 2 sentence 2 no. 2a) or Art. 78 para. 1 sentence 2 no. 2a) BayHIG, fees are charged proportionally according to the module's share of ECTS credits relative to the total ECTS credits of the programme. <sup>2</sup>ECTS credits relating to practical periods or final theses are not included.

(7) No fees shall be charged during a leave of absence, provided that no modules are taken and no examinations are completed during that period.

(8) The amounts of the fee and charge ranges set out in paragraph 2 shall be reviewed annually and adjusted if necessary.

(9) <sup>1</sup>The exact fee for a specific offering shall be determined by Coburg University of Applied Sciences and Arts by resolution of the university management within the ranges set out in paragraph 2, in accordance with the calculation guidelines. <sup>2</sup>The basis for the fee and charge calculation shall be documented. <sup>3</sup>There is no obligation to publish this documentation.

(10)<sup>1</sup>Fees to be paid shall be communicated to students by official notice. <sup>2</sup>Private-law charges shall be established in an individual participation agreement.

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

- (1) The obligation to pay fees generally arises upon application for enrolment or registration for continuing studies (re-enrolment) or upon registration for an offering, and in the case of aptitude assessments upon participation in the aptitude assessment.
- (2) <sup>1</sup>Upon enrolment and re-enrolment or upon the aptitude assessment, payment of the amount must be made in a single sum by the deadline specified in the official notice, using the indicated payment method. <sup>2</sup>Outstanding amounts from previous semesters must be settled upon re-enrolment or re-registration.
- (3) Payment of the fees must be made together with other due fees and contributions pursuant to Art. 121 BayHIG.
- (4) Incoming payments that cannot be clearly allocated shall be credited in the order of their due dates, first to fees, then to any administrative cost contributions, and finally to the contribution for the Studierendenwerk.
- (5) The due date of private-law charges shall generally be stipulated in an individual participation agreement; the charge must be paid no later than at the start of the event.

## **§ 7 Consequences of non-payment**

- (1) If an applicant fails to provide proof of payment of due fees, enrolment shall be refused (Art. 91 no. 4 BayHIG).
- (2) If students, in the case of re-enrolment, fail to provide proof of payment of due fees, they shall be exmatriculated (Art. 94 para. 2 BayHIG).
- (3) If participants fail to provide proof of payment of due fees at the start of the aptitude assessment, they shall be excluded from the aptitude assessment.
- (4) If a participant fails to provide proof of payment of due charges, he or she shall be excluded from participation in the respective offering.

## **§ 8 Exemption, reduction, reimbursement**

- (1) <sup>1</sup>Students and participants may, upon application, be exempted from the obligation to pay fees or charges for periods after the date of application, including the current semester, if the levying of a fee or charge in their individual case constitutes a particular hardship, taking into account the possibility of participating in a comparable fee-free offering at Coburg University of Applied Sciences and Arts. <sup>2</sup>A particular hardship is deemed to exist in particular if the fee or charge would be unreasonable for the applicant due to financial and/or social circumstances in the individual case.

- (2) <sup>1</sup>The application pursuant to paragraph 1 sentence 1 must be submitted in writing or electronically. <sup>2</sup>The reasons for the particular hardship must be explained in writing or electronically by the applicant and credibly substantiated.
- (3) <sup>1</sup>Exemption applications will only be considered if they are received by Coburg University of Applied Sciences and Arts at least 14 days before the start of the respective semester or offering. <sup>2</sup>If the reason for exemption arises later, applications must be submitted within four weeks after the occurrence of the reason for exemption. <sup>3</sup>An exemption application does not have suspensive effect regarding the payment obligation.
- (4) <sup>1</sup>If payments have already been made and an exemption pursuant to paragraph 1 applies, the paid fees shall be reimbursed to the extent of the exemption. <sup>2</sup>No interest or costs will be reimbursed.
- (5) Before granting an exemption pursuant to paragraph 1, it must be examined whether the applicant is able to pay part of the fees or charges or to pay in instalments.
- (6) If an offering is not carried out, fees or charges already paid shall be refunded.
- (7) Repeated failure in examinations or non-attendance of courses does not entitle the applicant to a refund of payments already made.
- (8) In the case of exmatriculation upon application or ex officio, or termination by the participant after the start of the programme, fees or charges already paid shall generally not be refunded.
- (9) <sup>1</sup>If there is a special public interest, in particular an educational policy interest, in carrying out continuing education offerings pursuant to Art. 78 paras. 1 and 2 BayHIG, Coburg University of Applied Sciences and Arts may reduce the fees to be levied or waive the levying of fees altogether. <sup>2</sup>For example, fees may be waived for a specific group of persons if Coburg University of Applied Sciences and Arts offers continuing education programmes in the regional or supra-regional interest of labour market development.

## **§ 9 Payment by instalments, deferral**

- (1) Upon written or electronic application by the student or participant, payment of the fee or charge may be permitted in two monthly instalments if payment of the full fee without instalments would constitute a particular hardship pursuant to § 8 para. 1 and if the claim is not jeopardized by the instalment plan.
- (2) Upon written or electronic application by the student or participant, claims by Coburg University of Applied Sciences and Arts for payment of fees or charges may be deferred in the event of temporary difficulties, if collection would cause particular hardship pursuant to § 8 para. 1 for the person obliged to pay and if the claim is not jeopardized by the deferral.
- (3) Applications pursuant to paragraphs 1 and 2 shall be considered if they are received by Coburg University of Applied Sciences and Arts at least 14 days before the start of the respective semester or offering.

## Part Three: Fees for International Students

### § 10 Fee provision

<sup>1</sup>Coburg University of Applied Sciences and Arts may, starting from the summer semester 2025, charge tuition fees for the studies of foreign students who are not exempted from the scope of application pursuant to Art. 13 para. 3 sentence 2 BayHIG (international students) in bachelor's and master's programmes under Art. 77 BayHIG. <sup>2</sup>The determination of which specific study programmes are subject to fees, as well as the amount of the fees, shall be decided by resolution of the university management.

### § 11 Amount of fees and due date

- (1) <sup>1</sup>The tuition fees for international students amount per semester to €1,500 to €2,000 for a bachelor's programme and €3,000 to €4,000 for a master's programme. <sup>2</sup>The exact fee for a specific programme shall be determined by Coburg University of Applied Sciences and Arts by resolution of the university management within the ranges set out in sentence 1, in accordance with the calculation guidelines. <sup>3</sup>The basis for the fee determination shall be documented. <sup>4</sup>There is no obligation to publish this documentation. <sup>5</sup>It may also be decided that, for special reasons, in particular for programmes of particular educational policy or strategic interest, the tuition fee may be reduced or waived permanently or for a defined period. <sup>6</sup>The fee applicable at the start of studies shall remain unchanged for the duration of the standard period of study plus one additional subject semester.
- (2) <sup>1</sup>Fees become due upon application for enrolment or registration for continuing studies (re-enrolment). <sup>2</sup>Otherwise, § 6 paras. 2 to 4 shall apply to payment and § 7 shall apply accordingly to the consequences of non-payment.

### § 12 Fee exemptions

- (1) <sup>1</sup>Through university agreements, Coburg University of Applied Sciences and Arts may exempt international students from partner universities from tuition fees if the programme includes mandatory study periods at the partner university and leads to a joint degree or individual degrees of the participating universities. <sup>2</sup>Fee exemptions should be agreed on a reciprocal basis. <sup>3</sup>International students enrolled at Coburg University of Applied Sciences and Arts under such university agreements are also exempt from tuition fees if no degree from Coburg University is sought and a reciprocal fee exemption has been agreed.
- (2) Students are exempt from the tuition fee pursuant to § 10 during a leave of absence in accordance with Art. 93 para. 2 BayHIG.
- (3) Persons holding a temporary residence permit under § 55 para. 1 of the Asylum Act are exempt from the tuition fee pursuant to § 10 if they hold the nationality of a country that, based on the announcement of the Federal Ministry of the Interior, was assessed by the Federal Office for Migration and Refugees on 1 July of a year for the following winter semester and on 1 January of a year for the following summer semester with a protection quota of 50 % or more. If the protection quota is no longer applicable, the tuition fee obligation applies from the following semester.
- (4) Persons are exempt from the tuition fee pursuant to § 10 if they have a disability within the meaning of Art. 2 of the Bavarian Equal Opportunities for Disabled Persons Act and it significantly impairs their ability to study.

(5) <sup>1</sup>Persons invoking exemption reasons must provide the corresponding documentation in the locally published procedure. <sup>2</sup>The following deadlines apply for submission of proof:

- a. For enrolment in the winter semester: by 15 August
- b. For enrolment in the summer semester: by 1 February
- c. For re-enrolment in the winter semester: by 15 May
- d. For re-enrolment in the summer semester: by 1 December

### **§ 13 Social compatibility**

(1) <sup>1</sup>The fee pursuant to § 10 shall be designed in a socially compatible manner. <sup>2</sup>In principle, persons should have the opportunity to pursue a course of study regardless of their financial and income situation. <sup>3</sup>Upon application, the fee pursuant to § 10 may be waived or reduced if its payment would constitute a particular hardship. <sup>4</sup>This may be the case in particular for persons from socially disadvantaged backgrounds, persons with special family circumstances, or persons with a disability or chronic illness that significantly impairs their ability to study.

(2) <sup>1</sup>The application pursuant to paragraph 1 must be submitted in writing or electronically. <sup>2</sup>The reasons for the particular hardship must be explained in writing or electronically by the applicant and credibly substantiated.

(3) <sup>1</sup>Applications for exemption must be submitted on a semester-by-semester basis and will only be considered if they are received by Coburg University of Applied Sciences and Arts without delay, but at the latest within the deadlines set out in § 12 para. 5 sentence 2. <sup>2</sup>If the reason for exemption arises later, applications must be submitted within four weeks after the occurrence of the reason for exemption. <sup>3</sup>An application for exemption has no suspensive effect with regard to the obligation to pay fees.

## **Part Four: Final and Transitional Provisions**

### **§ 14 Transitional provisions**

For foreign students who were enrolled in a degree programme subject to fees under § 10 before the summer semester 2025, this programme of study shall remain free of tuition fees.

### **§ 15 Entry into force, repeal**

(1) <sup>1</sup>These statutes enter into force on the day following their promulgation. <sup>2</sup>At the same time, the Statutes on the Levelling of Fees and Charges at Coburg University of Applied Sciences and Arts (GebEntS) of 21 October 2024 (Official Gazette 07/2024) shall cease to have effect.

(2) For students who commenced their studies from the summer semester 2024 and before the entry into force of these statutes, the Statutes on the Levelling of Fees and Charges at Coburg University of Applied Sciences and Arts (GebEntS) of 18 December 2023 (Official Gazette 21/2023) shall continue to apply; otherwise, these statutes shall cease to have effect upon expiry of 31 October 2024.

Coburg, 13.12.2024

signed

Prof. Dr. Stefan Gast  
President

These statutes were deposited at Coburg University of Applied Sciences and Arts on 13 December 2024. The deposit was announced by public notice on 13 December 2024. The date of promulgation is 13 December 2024.