

First set of amendments to the republished Fee and Payment Regulations of the Carl von Ossietzky University of Oldenburg

09/06/2017
unofficial version

On 09/05/2017, in accordance with §13(9) of the Lower Saxony Higher Education Act (NHG), the Praesidium issued the following amendments to the Fee and Payment Regulations of the Carl von Ossietzky University of Oldenburg of 21/03/2013 (Official Bulletin 1/2013, p. 24f.).

§ 1 Fees, charges, and expenses

(1) The university shall levy the following:

1. Fees

- a) for the attendance of any programmes other than those specified in the first two sentences of §12(2) of the Lower Saxony Higher Education Act; this excludes study programmes for the scientific and artistic education of the children,
- b) from students aged 60 or over; any obligations regarding administration fees and contributions to the student body and Oldenburg student services remain unaffected,
- c) from guest students; any guest students attending the University of Oldenburg or any other state university in Lower Saxony, or any employees of the University of Oldenburg, are exempt from fees in accordance with Sentence 1 of §13(5) NHG, as well as any students or other attendees from the University of Bremen whenever relevant arrangements have been made.

2. Charges

- a) for participation in higher education events (unrelated to specific courses, e.g. seminars, conferences, conventions) and programmes,
- b) for university-wide sports activities,

c) for the use of university facilities by legal or natural persons who are not members or associates of the university,

d) for non-academic use of university facilities by members or associates of the university.

3. Expenses

for the provision of special study and work equipment for the benefit of students beyond the usual scope of learning and teaching materials.

§ 2 Determination, approval, and collection

(1) The amounts of any fees, charges, or expenses shall be determined by the relevant organizational entity, based on the costs incurred, and approved by the Praesidium. The authority to approve the amount of expenses may be delegated by the Praesidium to the organizational entity. The current amounts of fees and charges are specified in the latest applicable version of Appendix 1 to this document. The organizational entities must regularly review the appropriateness of these amounts and propose adjustments to the Praesidium whenever necessary.

(2) The amounts of fees and charges should in particular reflect the following costs:

1. direct personnel costs (for both existing and additional personnel),
2. equipment costs (material costs and *pro rata* costs incurred by equipment and device usage),
3. any relevant contributions specified by the budgeting model.

If agreements with third parties are established regarding the funding of events or activities, the costs must be reduced accordingly.

(3) Discounts to the fees and charges in §1(1b) and §1(2a) may be offered in the following circumstances

1. when there is a public or university benefit, or
2. at market launch.

For parallel-study programmes, fees may be levied in accordance with §1(1.1a) up to the point of recovery of costs. The fees may not be lower than the amount of the tuition fee according to §11(1) NHG.

(4) As an exception to (1) and (2), students aged 60 or over shall be required to pay a tuition fee of EUR 800 per semester.

(5) For university-wide sports activities, distinct amounts may be charged to students, other members and associates of the university, and persons from outside the university.

(6) For persons or institutions with a close affiliation to the university, the charges specified in §1(1.2c) may be reduced by up to 30%, and the charges specified in §1(1.2d) may be reduced by up to 50%, in circumstances where the usage benefits the interests of the university.

(7) The collection of fees, charges, and expenses shall be performed by the relevant organizational entities. The Finance Department shall issue guidelines to regulate the approval and delivery procedures for collected payments.

(8) Fees must be formally established by sending a notice. For charges and expenses, an invoice must be issued before the start of the event, or payments must be collected in advance.

§ 3 Payment deadlines

(1) Fees and charges for programmes in accordance with §1(1.1a-c) and §1(1.2a) are initially due at enrolment and subsequently due by the relevant re-registration deadline specified by the university. Any exceptions regarding payment deadlines for programmes in accordance with §1(1.1a-c) and §1(1.2a) are explicitly stated in Appendix 1.

(2) Fees for guest students according to §1(1.1d) are due at registration.

(3) Any other payments are due on the date specified on the invoice, except when the payment is collected in cash.

§ 4 Dematriculation and exclusion from participation

(1) In the cases defined in §1(1.1a,b,d), any individual who fails to pay the required fees despite notice and warnings of dematriculation shall be automatically dematriculated before the end of the semester. Dematriculation does not abolish the obligation to pay any due fees. If the student applies for dematriculation before or within one month of the start of lectures, any previously paid fees shall be reimbursed.

(2) Failure to pay other types of fees or charges when due despite notice shall result in exclusion from participation in the relevant activities or usage of the relevant facilities until such time as the fees or charges have been paid. Exclusion does not abolish the obligation to pay any due fees or charges.

§ 5 Waiver, deferment

(1) In individual cases and upon request, the university may fully or partially waive the fees or charges established in these regulations in circumstances where payment would result in unreasonable hardship. This decision is taken by the person responsible for the budget. The "Guidelines for handling petitions of hardship for tuition fees and other charges in accordance with §14(2) Lower Saxony Higher Education Act (NHG)" apply.

(2) In individual cases and upon request, the university may fully or partially defer the payment of the fees or charges established in these regulations in circumstances where immediate payment would result in unreasonable hardship and deferment is not expected to jeopardize the collection of payment. Deferment must be granted with reasonable terms of interest and typically only against appropriate securities. This decision is taken by the person responsible for the budget.

§ 6 Final provisions

These regulations shall enter into effect on the day after their publication in the official bulletin of the Carl von Ossietzky University of Oldenburg.