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GUIDELINES

governing the levying of tuition fees

In accordance with § 2 clause 2 of the valid version of the Austrian Universities of Applied Sciences Act (“Fachhochschulgesetz”, hereafter “FHG”), university of applied sciences providers are entitled to levy tuition fees. The present guidelines are valid for all regular students, whilst §§ 1 to 4 and § 8 (2) to (4) are applicable to all extraordinary students attending individual courses on offer within the framework of degree programmes. Certificate programmes for further education do not fall within the scope of the present guidelines.

In conformity with the provisions above, CAMPUS 02 University of Applied Sciences (hereafter CAMPUS 02) hereby prescribes the following conditions until such time as they may be revoked:

§ 1 Amount

- (1) Regular students at CAMPUS 02 are required to pay tuition fees amounting to €363.36 per semester at the start of each semester.
- (2) In accordance with authorisation as per § 2 clause 2 of FHG, regular students from third countries who do not fall under the group of people as per § 1 of the Regulation on Eligible Groups of Persons and who have a residence permit for students pursuant to § 64 Settlement and Residence Act (“Niederlassungs- und Aufenthaltsgesetz”, NAG) shall be charged double tuition fees in the amount of €726.72 per semester. An application to change the classification of students from third countries, and, if applicable, a subsequent application to change the amount levied from students from third countries, can be submitted in writing (together with copies of all corresponding residence permits) to the Student Services Office prior to/up to the start of the semester in question.
- (3) Extraordinary students studying at CAMPUS 02 who attend individual courses are required to pay tuition fees which are calculated based on the number of relevant ECTS credits, i.e. for courses in business Bachelor degree programmes €150 per ECTS credit, and for all other degree programmes €166.67 per ECTS credit.
- (4) In addition to the tuition fees, a mandatory contribution to the Austrian National Union of Students is also payable; this is collected by CAMPUS 02 and passed to the Austrian National Union of Students. In the event that the mandatory contribution to the Austrian National Union of Students is already paid to another university, it need not be paid again to CAMPUS 02, provided that proof of payment is presented by the student.

§ 2 Due date

- (1) The tuition fees stipulated in § 1 above are payable in advance for each semester, at latest at the start of the semester. The payment results in the continued registration in the degree programme.
- (2) Payment of the entire prescribed tuition fee is due upon the use of services in the semester in question (e.g. attendance of courses, examination dates or examinations).

§ 3 Payment

- (1) Every semester students are required to settle the tuition fees stipulated in § 1 above in one collective payment. In the event that a smaller amount is paid, the tuition fees will not count as having been paid.
- (2) Students will receive a payment request from CAMPUS 02 by e-mail, or the outstanding debts can be viewed via C02online.
- (3) It is essential to state the personal purpose of the payment when making the payment. If the payment deadline is not met, a payment reminder will follow, which will lead to exclusion from the degree programme if the payment deadline will not be met again.

§ 4 Training Vouchers

- (1) CAMPUS 02 training vouchers can be redeemed to pay tuition fees. Training vouchers are nominal for an individual person and are non-transferable.
- (2) The original of the training vouchers must be handed in to the Student Services Office in order to be redeemed.
- (3) All other conditions of the present guidelines are applicable to the sum of the difference between the value of training vouchers and the amount of the tuition fees payable.

§ 5 Interruption/Exemption

- (1) If an interruption during a semester is approved by 14 November or 14 April, 50% of the tuition fees already paid for that semester will be credited to the student for the first active semester of return.
- (2) A non-return from the interruption shall at no time lead to a refund of the withheld tuition fee.
- (3) If the interruption concerns the entire semester, students do not have to pay tuition fees for the approved semester of interruption.

- (4) Membership in the Austrian National Union of Students remains unaffected by the interruption. The student is obliged to pay the mandatory contribution to the Austrian National Union of Students also in the respective interrupted semester, irrespective of the time of the interruption. Without its payment, continued registration is not possible.
- (5) An exemption shall at no time lead to a reduction or waiver of the tuition fees or the mandatory contribution to the Austrian National Union of Students.

§ 6 Reduction or Dispensation

- (1) In cases of hardship and/or exceptional circumstances (e.g. extenuating financial reasons, studying an entire semester abroad), the tuition fees may be reduced or waived upon presentation of a substantiated request.
- (2) The management board decides on the application for exemption from tuition fees.
- (3) Required documentary evidence is to be submitted with the request for dispensation. The Management Board's decision in this regard is to be recorded in the student's file.
- (4) Applications and requests for reduction or exemption from tuition fees are possible until the end of the semester following the semester in which the fees are due.

§ 7 Reimbursement

- (1) In the event that a higher amount than the tuition fees due has been paid, the difference to the tuition fee shall be refunded to the student upon request, stating the bank account.

§ 8 Modifications

The Management Board reserves the right to modify the provisions given above at any time.

Mag. Kristina Edlinger-Ploder
Rector/Management Board

Mag. Dr. Erich Brugger
Management Board