

**New version of the
guidelines for the processing of
hardship requests
for the waiving of fees in accordance
with Section 14,
paragraph 2 of the Lower Saxony Higher
Education Act (hereafter referred to as
the NHG)**

dated 30 April 2015

The Presidential Board of the University of Oldenburg adopted the following guidelines on 8 July 2014.

1. Hardship requests due to the impact of a disability or severe illness on academic progress (Section 14, paragraph 2(1) of the NHG)

1.1 Requirements

Fees and charges pursuant to Section 13 of the NHG may be waived in whole or in part for the period in which or the extent to which the student's ability to study is impaired, if the student can provide evidence that a disability or serious illness has delayed their academic progress*.

1.2 Request

The written request for the waiving of fees or charges due to the impact of a disability or severe illness on academic progress must be submitted to the Admissions Office no later than one month after the end of the lecture period. This request must include a detailed justification. The justification must clearly state the semester or semesters in which the student's ability to study was impaired and which learning outcomes could not be achieved. It should also include a description of plans for the further course of their studies.

1.3 Evidence

The requirements pursuant to Article 1.1 must be proven by means of an official medical certificate.

2. Academic delay due to being the victim of a crime (Section 14, paragraph 2(2) of the NHG)

Article 1 of these guidelines applies analogously

3 Other cases of hardship

3.1 Undue hardship applies with regard to long-term study fees if international students were enrolled at the University of Oldenburg for the purpose of learning German prior to commencing their degree programme and if they would become liable to pay fees in accordance with Section 13 of the NHG due to the impact of learning German on their academic progress. Undue hardship can be recognised for the duration of the German course, but for a maximum of two semesters.

3.2 Financial hardship can be recognised as undue hardship if the following criteria are met:

- a) the student has run out of study credit, and
- b) the student is imminently close to taking their final examination (a certificate from the Examinations Office is required as proof), and
- c) the student is able to prove that they are in financial need (the income threshold for financial need is the BAföG maximum rate). A waiver of fees is only possible for the final semester.

*usually after the standard period of study (by decree of the Lower Saxony Ministry of Science and Culture, dated 14 September 2007).

3.3 In well-justified individual cases, other cases of hardship may be considered upon request. Article 1 of these guidelines applies accordingly.

4. Responsibilities

Decisions on hardship requests pursuant to Section 14, paragraph 2 of the NHG are made by the Admissions Office, which submits a report on approvals and rejections to the Presidential Board at the end of a semester. Decisions on requests for the deferral of fees pursuant to Section 59, paragraph 1 of the budgetary regulations of Lower Saxony (LHO) are made by the Finance Department.

The University of Oldenburg guidelines for the processing of hardship requests for the waiving of study fees and charges in accordance with Section 14, paragraph 2 of the NHG dated 3 August 2010 (official notice 5/2010) therefore cease to apply.

Jörg Stahlmann
Vice President for Administration and
Finance (entrusted with the safeguarding of
official business)