



Statutes of tuition fees regarding the Master program International Education Management (INEMA) offered by Ludwigsburg University of Education in cooperation with the Helwan University (Egypt)

version of record: July 7th 2011¹

On June 9th 2011, based on § 13 paragraph 1, § 2 paragraph 2 clause 1 and § 1 paragraph 2 of the law "Landeshochschulgebührengesetz" (LHGebG) of January 1st 2005 (GBl. p. 1), version of December 3rd 2008 (GBl. p. 435), the senate of the Ludwigsburg University of Education has ratified the following statutes of tuition fees in accordance §19 paragraph 1 clause 2 #10 of the law "Landeshochschulgesetz" (LHG) from January 1st 2005 (GBl. p. 1), version of December 3rd 2008 (GBl. p. 435). The rector has given his approval in accordance with §2 paragraph 2 clause 2 LHGEbG on June 8th 2011.

§ 1 Scope

The statutes of tuition fees are valid for the Master program International Education Management, offered by Ludwigsburg University of Education in cooperation with Helwan University (Egypt). Ludwigsburg University of Education charges tuition fees for the program according to the statutes mentioned forthwith. The charge of fees for administrative costs, disbursements and expenses according to the law "Landeshochschulgebührengesetz" as well as fees according to the law "Studentenwerksgesetz" are not affected by this.

§ 2 Amount and due date of tuition fees

(1) The tuition fees for participating in the Master program International Education Management with the degree of "Master of Arts" amount to 2.200,00 Euro per semester. The tuition fees are due at the time of matriculation for the first semester or at the time of inscription to any following semester, provided a notice of tuition fees does not specify anything else. Recipient of the tuition fees is Ludwigsburg University of Education. The duration of the obligation to pay is not limited to the standard period of study.

(2) In accordance with § 61 of the law LHG periods for which a leave of absence from the program has been granted are exempt from the obligation to pay tuition fees if the application for a leave of absence was made before the deadline for (re-)inscription to the semester in

question. For applications that were made after the deadline but before the start of the semester in question, the paid tuition fees will be reimbursed.

§ 3 Services provided by the university

(1) All costs for tuition within the Master program International Education Management are covered by the tuition fees, provided they occur under the responsibility of Ludwigsburg University of Education or Helwan University and within their premises.

(2) For the mandatory materials for self-study (also referred to as study letters), for services related to exams and corrections as well as for the use of facilities which are usually available for full-time students free of charge, no additional charges are levied.

(3) Possible costs stemming from excursions as well as courses outside of both universities are not covered by the tuition fees; a cost-covering fee is levied for these from the students.

§ 4 Payment by installments and delay of payment

(1) In case of financial distress the payment of tuition fees can be done in installments, following a written application and in justified individual cases only. Payment can be divided into up to six installments, an appropriate interest can be charged in accordance with # 1.4.1 of the "Verwaltungsvorschriften" (VV) concerning §59 of the "Landeshaushaltsordnung" (LHO). The first installment is due at the time of matriculation for the first semester or at the time of inscription to any following semester. The next installments are due for the first day of any following month, starting with the second month during a semester. If two installments are overdue by more than three weeks, an immediate payment of all due tuition fees must be made.

(2) The payment of tuition fees can be delayed by up to three months following a written application and in justified individual cases only. The delayed payment is to be made in full after the delay and in addition to interest which can be charged in accordance with # 1.4.1 of the "Verwaltungsvorschriften" (VV) concerning §59 of the "Landeshaushaltsordnung" (LHO). The chancellor makes the decision regarding any possible payment delays after a hearing of the Institute of Educational Leadership.

§ 5 Exemptions

(1) Students shall be exempt from the obligation to pay tuition fees,

¹ The following changes are integrated into this version of the statutes:

First change of October 29 2013 (published via official announcement of Ludwigsburg University of Education # 55/2013 p. 93), entered into force on October 30 2013.

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Second Change of December 13 2016 (published via official announcement of the Ludwigsburg University of Education # 51/2016 p. 154), entered into force on December 14 2016.

1. if a disability in the sense of §2 of the Ninth Book „Sozialgesetzbuch“ is having a severely challenging impact on their studies,

2. if they have submitted themselves to a selection process and shown efforts through which they have qualified themselves for a scholarship by the German Academic Exchange Service (“Deutscher Akademischer Austauschdienst”, DAAD).

(2) Foreign students who are matriculated based on accords on a state, national or international level which guarantee exemption from fees, are exempt from tuition fees as mentioned in §2. Other foreign students can be exempt from tuition fees as mentioned in §2 if the university has a special interest in educational cooperation with their country of origin.

(3) Upon written application of the student, the tuition fees can be reduced to 1.000,00 Euro per semester (partial exemption) if she/he has successfully completed the selection process of the DAAD, but could only get a spot on the scholarship waiting list due to the limited number of scholarships or if they showed equal or better performances.

(4) The university management makes any decisions regarding exemptions according to paragraph 1 – paragraph 3 following a written application.

§ 6 Commencement of statutes

(see notes)

Notes regarding commencement of statutes:

The statutes of Ludwigsburg University of Education came into effect on June 1st 2011.

In this version, the following changes are integrated:

First change of October 29 2013 (published via official announcement of Ludwigsburg University of Education # 55/2013 p. 93), entered into force on October 30 2013.

Second Change of December 13 2016 (published via official announcement of the Ludwigsburg University of Education # 51/2016 p. 154), entered into force on December 14 2016. This applies to students starting in the winter semester 2017/2018 or later. For students who started before October 1st 2017, the tuition fees published in the previous version of these statutes apply.