

**Fee and charge regulations of the  
Ansbach University of Applied Sciences  
(GebEntS/HSAN-20232)**

dated 14 December 2023

Based on Art. 9, sentences 1 and 2, Art. 13 of the Bavarian Higher Education Innovation Act (BayHIG) of 5 August 2022 (GVBl. p. 414, BayRS 2210-1-3-WK), last amended by Section 3 of the Act of 23 June 2023 (GVBl. p. 251) and by Section 2 of the Act of 24 July 2023 (GVBl. p. 455), the Ansbach University of Applied Sciences issues the following statutes:

**§ 1**

**Scope, definition of terms**

- (1) <sup>1</sup>These statutes apply to all fees and charges levied at Ansbach University of Applied Sciences in accordance with Art. 13 BayHIG.
- (2) <sup>1</sup>Studies leading to a first professional qualification and studies in a consecutive degree programme leading to a further professional qualification are generally free of charge. (2) This also applies to enrolment for the purpose of a doctorate. (3) No fees or expenses shall be charged for university examinations and state examinations, unless otherwise provided by law or statutory order.
- (3) <sup>1</sup> The regulations governing the collection of contributions for the Erlangen-Nuremberg Student Services Organisation remain unaffected. <sup>2</sup> The regulations governing the collection of other fees, costs and expenses for official acts in accordance with the Cost Act remain unaffected.
- (4) According to Art. 87 (3) sentence 1 BayHIG, persons enrolled within the meaning of these statutes are persons who, in addition to students, are enrolled at the Ansbach University of Applied Sciences in accordance with the regulations on admission, enrolment, re-registration and de-registration procedures for studies at the university (ImRueEx) in the currently valid version.

**§ 2**

**Fee-based services**

- (1) The university charges fees
  1. for the participation of students and other persons enrolled in accordance with Art. 87 para. 3 sentence 1 BayHIG in continuing education programmes in accordance with Art. 78 para. 1 and 2 BayHIG (academic continuing education),
  2. for programmes pursuant to Art. 78 (2) BayHIG (academic further qualification) aimed at persons who have completed vocational training,
  3. for the participation of students in part-time degree programmes that can be completed alongside professional activity in accordance with Art. 77 (3) sentence 4 BayHIG in accordance with Appendix 1.

- (2) Fees are charged for the use of a higher education institution outside of studies and higher education examinations in accordance with Art. 13 (3) sentence 1 no. 5 BayHIG in accordance with Appendix 2.
- (3) For attendance at courses other than those specified in Art. 78 (1) and (2) by persons enrolled in accordance with Art. 87 (3) sentence 1 pursuant to Art. 13 (3) sentence 1 no. 4 BayHIG, fees shall be charged in accordance with Appendix 2.

### **§ 3**

#### **Fees**

<sup>1</sup>The following fees are charged at the university:

1. From participants in continuing education programmes pursuant to Art. 78 (1) and (2) BayHIG who are neither students nor persons enrolled pursuant to Art. 87 (3) sentence 1 BayHIG
2. for the material training resources required in accordance with the respective study and examination regulations and
3. for the excursions required in accordance with the respective study and examination regulations.

### **Section 4**

#### **Amount of fees and charges**

- (1) <sup>1</sup> The amount of fees and charges shall be determined in accordance with the provisions of the BayHIG and these statutes. <sup>2</sup> The fees and the specific payment terms shall be determined by means of a notice. <sup>3</sup> The amount of the fees for the fee-based services and the charges shall be set out in the annexes to these statutes.
- (2) <sup>1</sup> Fees for part-time bachelor's degree programmes in accordance with Art. 77 (3) sentence 4 BayHIG are set to cover the additional costs incurred for these formats. <sup>2</sup> The additional costs per semester may not exceed half of the total costs.
- (3) <sup>1</sup> Fees and charges for continuing education programmes pursuant to Art. 13 (2) sentence 1 BayHIG shall be set at a level that covers costs. <sup>2</sup> In all other respects, fees and charges shall be calculated in such a way that the expenditure incurred by the university and the benefit, economic value or other significance of the service for the recipient are taken into account appropriately. <sup>(3)</sup>For module studies in degree programmes subject to fees, the amount of the fees or charges shall be calculated according to the number of modules selected per degree programme.

### **§ 5**

#### **Due date, consequences of non-payment of fees and charges**

- (1) <sup>1</sup> The fees and charges pursuant to § 2 (1) and § 3 (1) No. 1 are due and payable in a single sum upon enrolment (with the application for enrolment) or upon registration for further studies (re-registration) and must be proven; outstanding amounts from previous semesters must be paid at the latest upon re-registration. <sup>(2)</sup>In the event of early successful completion of a degree programme or the study programme offered by the University of Applied Sciences ( ) before the end

of the standard period of study during the semester, all outstanding fees and charges shall be due immediately in a single sum, notwithstanding sentence 1. <sup>(3)</sup>Other fees and charges are due in full and in a single instalment at the beginning of the respective period of use, in the case of participation in courses with a participation permit, at the latest, however, before participation.

- (2) <sup>1</sup>If fees or charges due are not paid, enrolment will be refused. <sup>2</sup>If fees or charges are not paid in the event of re-registration, de-registration will take place. <sup>(3)</sup>In accordance with Art. 87 (3) sentence 1 BayHIG, persons enrolled and participants pursuant to §§ 2 and 3 shall be excluded from participation in courses or the programme or shall be denied use of the university facilities or services.
- (3) The amount of the fees and charges pursuant to Section 2 (1) and Section 3 (1) No. 1 shall be reviewed annually and adjusted if necessary.
- (4) <sup>1</sup>The basis for calculating fees and charges must be documented. <sup>2</sup>There is no obligation to publish this documentation.

#### **Section 6 of the " " (Regulations on fees and charges for the use of university facilities and Waiver, reduction , reimbursement of fees and charges**

- (1) In the cases listed in Art. 13 para. 5 sentence 1 nos. 3 to 6 BayHIG, no fees shall be charged.
- (2) <sup>1</sup>If there is a special public interest, in particular an educational policy interest, in the provision of continuing education courses in accordance with Art. 78 (1) and (2) BayHIG, e.g. in the case of cooperation agreements, the university may reduce the fees to be charged accordingly or waive them altogether; the decision shall be taken by the university management and announced publicly within the university. <sup>(2)</sup>Fees may be waived for a specific group of persons, for example, if the Ansbach University of Applied Sciences offers continuing education programmes for regional or supraregional reasons in the interest of further developing the labour market.
- (3) <sup>1</sup> A refund of fees and charges pursuant to § 2 (2) and (3) and § 3 (1) nos. 2 and 3 requires that there be a special reason. <sup>(2)</sup> A special reason will only be considered upon request; retroactive claims are excluded. <sup>3</sup>The application and supporting documents must be submitted to the university electronically or in writing within the specified time limit and must be substantiated. <sup>(4)</sup>A special reason shall be deemed to exist if the person liable to pay the fees or charges withdraws their enrolment or cancels their enrolment in digital or written form in a binding manner no later than one calendar day before the start of the semester (30 September for the winter semester, 14 March for the summer semester) in which they would have started their studies, attended the course or taken advantage of the offer. <sup>(5)</sup> The date of receipt of the declaration by the university is decisive in this respect. <sup>(6)</sup> An application does not release the person from their obligation to pay. <sup>(7)</sup> From the start of the respective semester, a refund of the fee pursuant to § 2 (2) and (3) or of the remuneration pursuant to § 3 (1) nos. 2 and 3 is excluded, even if there is a reason for which the student is not responsible. <sup>(8)</sup> Any excess fees or remuneration paid will be refunded. <sup>(9)</sup> In the case of participation in events and offers pursuant to § 2 (2) and (3) and § 3 sentence 1 nos. 2 and 3, a refund may also be made after the start of the semester if an application is received in

good time before the start of the first course or offer of the respective semester in which the participant intended to attend and has not yet participated.

- (4) <sup>1</sup>Upon application, students, persons enrolled in accordance with Art. 13 para. 3 BayHIG, and participants for whom the collection of a fee is waived due to special circumstances in individual cases, even taking into account the possibility of exemption pursuant to Art. 87 para. 3 sentence 1 BayHIG, shall be exempt from the obligation to pay fees pursuant to Art. 13 para. persons enrolled in accordance with Art. 87 (3) sentence 1 BayHIG, as well as participants for whom the levying of a fee would constitute a particular hardship due to special circumstances in their individual case, even taking into account the possibility of participating in a comparable free programme offered by the Ansbach University of Applied Sciences. <sup>(3)</sup> Special hardship shall be assumed in particular if the levying of fees is unreasonable for the applicant due to a financial emergency through no fault of their own in individual cases, if the enforcement of the claim would jeopardise their livelihood and if this circumstance only arose after enrolment or the start of the programme. <sup>(4)</sup> The application must be submitted in writing or electronically. <sup>(5)</sup> The reasons for the particular hardship must be explained by the applicant in writing or electronically and substantiated by evidence.
- (5) <sup>1</sup> Applications for exemption in accordance with paragraph 4 will only be considered for the current semester if they are received by Ansbach University of Applied Sciences by 30 August (for the coming winter semester) or 15 February (for the coming summer semester). <sup>(2)</sup> If the reason for exemption arises later, applications must be submitted to Ansbach University of Applied Sciences within four weeks of the reason for exemption arising. <sup>(3)</sup> An application for exemption does not have any suspensive effect with regard to the obligation to pay.
- (6) <sup>1</sup> If fees have already been paid and an exemption has been granted, the fees paid will be refunded in the amount of the exemption. <sup>2</sup> Interest and costs will not be refunded.
- (7) Before granting an exemption, it must be examined whether the applicant is able to pay part of the fees or charges or to pay in instalments.

## Section 7

### Deferral and payment in instalments of fees and charges

<sup>1</sup> Deferral or payment in instalments of fees and charges is generally excluded. <sup>2</sup> Upon written or electronic application by enrolled students, persons enrolled in accordance with Art. 87 para. 3 sentence 1 BayHIG or participants in continuing education, part-time or further qualification courses or offerings, payment of the fee or remuneration in monthly instalments until the beginning of the following semester at the latest may be permitted in cases of particular hardship in accordance with the provisions of § 6 (4) and (5). <sup>(3)</sup> The fee for payment in instalments is 50 euros and is due with the last instalment. <sup>(4)</sup> Upon written or electronic application by enrolled students, persons enrolled in accordance with Art. 87 (3) sentence 1 BayHIG or participants, claims by the Ansbach University of Applied Sciences for payment of fees or charges in the event of temporary difficulties if their collection would result in particular hardship for the person liable to pay in accordance with the provisions of

the Bavarian Higher Education Act ( ) pursuant to Section 6 (4) and (5) and the claim is not jeopardised by the deferral.

## Section 8

### **Special provisions for fee-based part-time, continuing education and further qualification courses**

- (1) If the minimum number of participants for a fee-based study programme is not reached two weeks before the start of the semester and the programme or course is not offered, any fees and charges already paid will be refunded.
- (2) <sup>1</sup>If the standard period of study for fee-based study programmes is exceeded, the tuition fee will not be charged if no further examinations or coursework are to be completed, the final thesis has been submitted and only the final assessment is pending. <sup>(2)</sup>If there are still credits to be earned, the fee will be calculated on a pro rata basis (based on the ECTS credits to be earned in relation to the ECTS credits of a full semester). <sup>(3)</sup>If students are granted an extension of up to one month by the responsible examination board for the submission of their final thesis and this is the last examination they have to take, the tuition fee will not be charged. <sup>(4)</sup>If a registered examination is graded "unsatisfactory," the tuition fee for this module will not be charged for the repeat examination. <sup>(5)</sup>This also applies to examinations that were not taken, were graded "unsatisfactory," and for which a request for withdrawal was rejected.
- (3) If, during the standard period of study, complete semesters are taken exclusively at the Virtual University of Bavaria, 50 percent of the regular tuition fees for the respective degree programme will be charged for these semesters to cover the costs actually incurred due to the part-time nature of the degree programme.
- (4) No tuition fees will be charged for modules that are not taken at Ansbach University of Applied Sciences or the Virtual University of Bavaria but are credited or recognised.
- (5) Periods of leave of absence are not subject to fees.
- (6) If the programme or course offering is discontinued or interrupted during the semester, there is no entitlement to a reduction in the proportionate tuition fees.
- (7) Repeated failure to pass examinations or non-attendance at courses does not entitle the participant to a refund of payments made.
- (8) In the event of de-registration upon request or ex officio or termination by the participant after the start of studies, fees or charges already paid will not be refunded.

## **§ 9**

### **Data collection**

<sup>1</sup>Applicants, students, participants and other enrolled persons in accordance with these regulations are obliged to provide the personal data required for the collection of fees and charges in accordance with Art. 87 (2) BayHIG and to submit the documents required under these regulations; the provisions of Im-RüEx remain unaffected. <sup>(2)</sup>Unless otherwise specified, evidence must be provided by means of public documents. <sup>(3)</sup>Unless otherwise specified, foreign-language documents must be accompanied by a complete, officially certified German translation. <sup>(4)</sup>The data obtained may also be used to monitor misuse and to punish any misconduct. <sup>(5)</sup>The data obtained may not be used for any other purpose.

## **Section 10**

### **Transitional provisions**

Upon entry into force of these statutes, the following transitional provisions shall apply:

1. For students who were enrolled in a part-time degree programme when these statutes came into force, the provisions of Art. 71 (2) sentences 2 to 4 of the Bavarian Higher Education Act in the version valid on 31 December 2022 in conjunction with the Higher Education Fees Ordinance in the version valid on 31 December 2022 shall continue to apply,
2. For students who were enrolled in a special continuing education programme pursuant to Section 1 (1) sentence 2 nos. 1 and 2 of the Higher Education Fees Ordinance in the version valid on 31 December 2022 when these statutes came into force, the provisions of Art. 71 (2) sentences 1, 3 and 4 of the Bavarian Higher Education Act in the version applicable on 31 December 2022 in conjunction with the Higher Education Fees Regulation in the version applicable on 31 December 2022 shall continue to apply to students who were enrolled in a special continuing education programme pursuant to Section 1 (1) sentence 2 nos. 1 and 2 of the Higher Education Fees Regulation in the version applicable on 31 December 2022 at the time this statute came into force.

## **Section 11**

### **Entry into force**

<sup>1</sup>These statutes shall enter into force on 1 January 2024. <sup>2</sup>They shall apply to applicants who commence their studies at Ansbach University of Applied Sciences in the summer semester of 2024. <sup>(3)</sup>For students referred to in § 10 No. 1 and 2, the provisions contained in these statutes shall apply from the date of their entry into force, insofar as they are more favourable to these students.

Done on the basis of the resolution of the Senate of the Ansbach University of Applied Sciences on 13 December 2023 and the confirmation of the legal approval of the President of the Ansbach University of Applied Sciences on 14 December 2023.

Ansbach, 14 December 2023

Prof. Dr.-Ing. Sascha Müller-Feuerstein  
President

These statutes were filed at the university on 14 December 2023. The filing was announced on xxxx on the website of the Ansbach University of Applied Sciences [www.hs-ansbach.de](http://www.hs-ansbach.de). The date of publication is therefore xxxxx.

## Appendix 1 to the Fees and Charges Regulations of the Ansbach University of Applied Sciences

### 1. Fees pursuant to Art. 77 BayHIG

#### 1.1. Part-time degree programmes, Art. 77 (3) sentence 4 BayHIG

Serial no.	Study programme	Amount in euros per semester
1	Applied Plastics Technology	2,400
2	Strategic management	1,950

### 2. Fees for continuing education and further qualification in accordance with Art. 78 BayHIG

#### 2.1. Further training Art. 78 (1) BayHIG

##### 2.1.1. Further education programme

Serial no.	Study programme		Amount in euros per semester
1	Creative Management	1st to 4th semester	3,750
		From the 5th semester	1,875
2	Leadership in Healthcare	For member institutions of our cooperation partner KKB	(3 x) 2,100.00 + (1 x) £2,700.00
		For others	£2,700
3	Data Governance and Ethics	1st to 2nd semester	6,000
		3rd semester	£3,000
		1 semester for members of the Professional Association of Data Protection Officers in Germany (BvD) e.V.	5,600

##### 2.1.2. Continuing education courses

No.	Name of studies	Amount in euros per semester
		X

#### 2.2. Further qualification

##### 2.2.1. Further qualification programme

Serial no.	Study programme	Amount in euros per semester
1	Value Creation Management	2,490



## 2.2.2. Further qualification courses

No.	Name of studies		Amount in euros per semester
1	Leadership in Healthcare	For member institutions of the cooperation partner KKB	2,100
		with DKG equivalence recognition	890
		For others	2,300

3. Fees for Summer School participants

Amount in euros per semester	
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## Appendix 2 to the Fees and Charges Regulations of the Ansbach University of Applied Sciences

### 1. Fees for the use of a university facility outside of studies and university examinations

Description	Amount in euros
Use of university facilities (standing charges, room usage fees, rental fees)	Individual cost calculation

### 2. Fees for participation in courses and language courses

Description	Amount in euros
per semester	150

### 3. Fees

Description	Amount in euros
Material teaching aids	Individual cost calculation
Excursions	Individual cost calculation