

List of costs and fees of the Ansbach University of Applied Sciences

As of 18 October 2023

on the basis of Art. 13 of the Bavarian Higher Education Innovation Act (BayHIG) of 5 August 2022 (GVBl. p. 414, BayRS 2210-1-3-WK), the Cost Act (KG) of 20 February 1998 (GVBl. p. 43, BayRS 2013-1-1F), the Ordinance on the Adoption of the Schedule of Costs for the Cost Act (Schedule of Costs - KVz-) of 12 October 2001 (GVBl. p. 766, BayRS 2013-1-2-F), the General Terms of Use of Bavarian State Libraries (ABOB) of 18 August 1993 (GVBl. p. 635, BayRS 2240-3-WK), as amended, the following fees are set by resolution of the University Management on 11 October 2023:

	Type of service	Amount in euros	Legal basis
1	Study and examination		
1.1	Duplicates (final documents, diploma supplement, examination certificate, certificates, etc.), per document	15.00 (plus postage, if applicable)	KVz 1.1.5 in conjunction with Art. 3 para. 2 no. 3 and Art. 6 para. 1 KG
1.2	Certification of photocopies, transcripts of own documents produced by the university, per document	5.00 (plus postage, if applicable)	KVz 1.1.1 in conjunction with Art. 3 para. 2 no. 3 and Art. 6 para. 1 KG
1.3	Certification of photocopies and similar documents not produced by the university itself, per document (in German)	0.75 per page or part thereof; 10.00 as a rule (plus postage, if applicable)	KVz 1.1.1 in conjunction with Art. 3 para. 2 no. 3 and Art. 6 para. 1 KG
1.	Certification of photocopies and similar documents not produced by the university itself, per document (in a foreign language)	1.50 per page or part thereof; 15.00 as a rule (plus postage if applicable)	KVz 1.1.1 in conjunction with Art. 3 para. 2 no. 3 and Art. 6 para. 1 KG
1.	Preliminary certification for apostilles	10.00 (plus postage, if applicable)	KVz 1.1.1 in conjunction with Art. 3 para. 2 no. 3 and Art. 6 para. 1 KG
1.6	Certificates; per certificate	10	KVz 1.1.2 in conjunction with Art. 3 para. 2 no. 3 and Art. 6 para. 1 KG
1.7	Replacement of the CampusCard due to a fault caused by the holder, change of name or correction of incorrect information (students and other enrolled persons)	15	KVz 1.1.5 in conjunction with Art. 6 para. 1 sentence 3, para. 2 sentence 1 KG
1	Replacement of the CampusCard after loss or theft (students and other enrolled persons)	25	

	Type of service	Amount in euros	Legal
2	Library		
2.1	First reminder when the loan period has expired	7.50	§ 18 para. 3 sentence 1 ABOB; Art. 25 KG, Art. 126 BayHIG, KVz 3.III./2
2.	Second reminder if the loan period is exceeded	10	§ 18 para. 3 sentence 2, Art. 25 KG, Art. 126 BayHIG, KVz 3.III./2
2.3	Notice when the loan period has been exceeded	20 (plus postage)	Section 18 (4) sentence 1, Art. 25 KG, Art. 126 BayHIG, KVz 3.III./2
2.3	Notice of performance in the event of exceeding the loan period	50 (plus postage)	Section 18(5) sentence 1, Art. 25 KG, Art. 126 BayHIG, KVz 3.III./2
2.4	Replacement of a lost locker key	7.50	Art. 6 para. 1 sentence 3, para. 2 sentence 1 KG
2	Loss of the interlibrary loan slip	5	Art. 6 para. 1 sentence 3, para. 2 sentence 1 KG
2.6	Replacement of lost or damaged media:	Value determined by the library	Art. 6 para. 1 sentence 3, para. 2 sentence 1 KG
2.	Replacement library card after loss, self-inflicted damage or theft (external)	10	Art. 6 para. 1 sentence 3, para. 2 sentence 1 KG

Ansbach, 18 October 2023

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

signed
Dr. Esther Schnetz
Chancellor