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Hochschule Offenburg
University of Applied Sciences

**Bylaws Regarding the Charging of Fees
for German language courses (“German as a Foreign Language”)
at Hochschule Offenburg**

As of 1 April 2015

Based on § 15 no. 1 of *Landeshochschulgebührengesetz* (abbrev. LHGebG), dated 1 January 2005 (GBl. p. 1, 56), last amended by art. 6 on 1 April 2014 (GBl. p. 99, 167), the Senate of Hochschule Offenburg has passed the following bylaws in its session on 25 March 2015.

§ 1

Obligation to pay fees

Hochschule Offenburg annually offers a summer language course in German as a foreign language (*Deutsch als Fremdsprache*). This course constitutes an extra-curricular offering in accordance with § 15 no. 1 of LHGebG. Participation in the course thus is subject to fees.

§ 2

Fees, debtors

(1) The following course fees are charged:

- a) Participants who are exchange students from partner universities attending Hochschule Offenburg within the framework of a cooperation agreement or other bilateral-exchange funding program (such as *Erasmus+*, *Baden-Württemberg-STIPENDIUM*, among others) *and* will remain at Hochschule Offenburg for at least one semester after attending the summer course:

200 €

- b) Participants who are students admitted to an international Master's degree program at Hochschule Offenburg *and* will remain at Hochschule Offenburg after attending the summer course *OR* who are students from partner universities and only attend the summer course at Hochschule Offenburg:

380 €

- c) External participants who do not fall under any of the categories listed in (a) and (b):

520 €

(2) The fees cover the language instruction of the course, which lasts about four weeks.

§ 3

Due dates

- (1) Registration for the language course is binding and requires an advance payment of 200 €. The remainder of the course fee is due at the beginning of the course.
- (2) The advance payment of 200 € is due by 15 July. Nonpayment by this date leads to the cancellation of the registration. However, by derogation from sentence 1, if a student is admitted to a study program at Hochschule Offenburg only after 15 July, the due date for the advance payment is extended by a maximum of two weeks from the date of admission.
- (3) If the language course is cancelled due to lack of participants, the course fees are reimbursed.
- (4) If a registration is cancelled on or before 15 July, a processing fee of 60 € is retained. In case of cancellation after this date or non-participation in the course, the entire deposit of 200 € is retained. The only exceptions to this rule are duly substantiated cases (e.g. failure to obtain a visa), in which only a processing fee of 60 € is retained. A request for reimbursement of the remaining deposit must be done in writing and be received by Hochschule Offenburg on or before 15 November of the fiscal year in question. Otherwise the entire deposit is retained; it also cannot be transferred to the following fiscal year.
- (5) In justified cases (e.g. if problems with the issuance of a visa have delayed arrival), a delayed participation in the course may be tolerated up to the fifth day of instruction; the decision whether to admit a delayed participant is at the discretion of the course coordinator(s).
By derogation from sentence 1, delayed participation in the course is not allowed, however, for absolute beginners (course level "A1.1" according to the CEFR reference framework), due to the intensiveness of instruction.
- (6) After the deadline stated in section 5 [i.e. after five days into the course], registrants [who have not yet joined the course] lose their entitlement to participate without exception. In this case, if a request is made in writing and received by Hochschule Offenburg on or before 15 November of the fiscal year in question, the course fees are reimbursed minus a processing fee of 60 €. If no such request is received by the deadline, the entire deposit is retained; it also cannot be transferred to the following fiscal year.

§ 4

Effective date

- (1) These bylaws become effective on the day following their public announcement.
- (2) These bylaws replace the prior regulations, dated 18 June 2009, regarding the charging of fees for German language courses at Hochschule Offenburg.

Offenburg, 1 April 2015

Professor Dr.-Ing. Dr. h. c. Winfried Lieber
Rector