

General Fee Regulation

Valid as of winter semester 2023/24

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1 Tuition fee for regular students

The tuition fee per student per semester (tuition fee, student union fee and fee for additional expenses) at the UAS „FH Campus Wien“ is as follows:

Tuition fee according to § 2 para. 2 FHG for EU-, EEA citizens as well as Swiss nationals	€ 363.36
Tuition fee according to § 2 para. 2 FHG for students from third countries not subject to any exemption	€ 727.00
Contribution to additional expenses for easing students' daily life*)	Amount dependent on additional services offered by the respective degree program
Student union fee	Currently about € 23.00

*) This fee is required once per regular semester of education, except when a semester is repeated.

**) Provided that at the time of billing, no payment of the student union fee for the respective semester at another university is recorded in the data network.

The tuition fee is mandatory for the student, regardless of whether the student is also admitted to study at another institution (e.g., a university of applied sciences or university) and is required to pay a tuition fee there.

If the student has already paid the student union fee for the respective semester at another university at the time of billing, and the payment is duly recorded in the data network of universities and UAS, FH Campus Wien will not collect the student union fee.

If no payment of a student union fee is recorded in the data network, FH Campus Wien will collect this fee. In the event of a double payment of the student union fee, the student can request a refund of the student union fee from the Austrian Student Union. ¹

1.1 Third country regulation

1.1.1 Nationality

By presenting proof of citizenship or passport, it is determined whether the applicant is a citizen of a third country.

- **Third country:** all countries outside the EEA (EU member states, Iceland, Liechtenstein, Norway) and Switzerland.

¹ cf. Website of the Austrian Student Union "ÖH": <https://www.oeh.ac.at/service/oeh-beitrag>

List of third countries:

- | | | |
|------------------------|----------------------------------|-------------------------------------|
| > Afghanistan | > Cambodia | > Oman |
| > Egypt | > Camerouns | > Solomon Islands |
| > Albania | > Canada | > Zambia |
| > Algeria | > Cape Verde | > Samoa |
| > Andorra | > Kazakhstan | > San Marino |
| > Angola | > Qatar | > Sao Tome and
Príncipe |
| > Antigua and Barbuda | > Kenya | > Saudi Arabia |
| > Equatorial Guinea | > Kyrgyzstan | > Senegal |
| > Argentina | > Kiribati | > Serbia |
| > Armenia | > Colombia | > Seychelles |
| > Azerbaijan | > Comoros | > Sierra Leone |
| > Ethiopia | > Congo | > Zimbabwe |
| > Australia | > Congo - Democratic
Republic | > Singapore |
| > Bahamas | > Korea -Democratic
Republic | > Somalia |
| > Bahrain | > Korea - People's
Republic | > Sri Lanka |
| > Bangladesh | > Kosovo | > St. Kitts and Nevis |
| > Barbados | > Cuba | > St. Lucia |
| > Belarus | > Kuwait | > St. Vincent and the
Grenadines |
| > Belize | > Laos | > South Africa |
| > Benin | > Lesotho | > Sudan |
| > Bhutan | > Lebanon | > Southern Sudan |
| > Bolivia | > Liberia | > Suriname |
| > Bosnia - Herzegovina | > Libya | > Swaziland |
| > Botswana | > Madagascar | > Syria |
| > Brazil | > Malawi | > Tajikistan |
| > Brunei Darussalam | > Malaysia | > Taiwan (Chinese
Taipei) |
| > Burkina Faso | > Maldives | > Tanzania |
| > Burundi | > Mali | > Thailand |
| > Chile | > Morocco | > Timor-Leste |
| > China | > Marshall Islands | > Togo |
| > Costa Rica | > Mauritania | > Tonga |
| > Côte d'Ivoire | > Mauritius | > Trinidad and Tobago |
| > Dominica | > Mexico | > Chad |
| > Dominican Republic | > Micronesia | > Tunisia |
| > Djibouti | > Moldova | > Turkey |
| > Ecuador | > Monaco | > Turkmenistan |
| > El Salvador | > Mongolia | > Tuvalu |
| > Eritrea | > Montenegro | > Uganda |
| > Fiji | > Mozambique | > Ukraine |
| > Gabon | | |
| > Gambia | | |
| > Georgia | | |

- > Ghana
- > Grenada
- > Guatemala
- > Guinea
- > Guinea-Bissau
- > Guyana
- > Haiti
- > Apostolic See
- > Honduras
- > India
- > Indonesia
- > Iraq
- > Iran
- > Israel
- > Jamaica
- > Japan
- > Yemen
- > Jordan
- > Myanmar
- > Namibia
- > Nauru
- > Nepal
- > New Zealand
- > Nicaragua
- > Niger
- > Nigeria
- > Northern Macedonia
- > Pakistan
- > Palestinian Areas
- > Palau
- > Papua New Guinea
- > Paraguay
- > Peru
- > Philippines
- > Rwanda
- > Russian Federation
- > Uruguay
- > USA
- > Uzbekistan
- > Vanuatu
- > Vatican City
- > Venezuela
- > United Arab Emirates
- > United States
- > Vietnam
- > Central African Republic

> **EEA:** European Economic Area, which was established through a treaty between the European Union (EU) and the EFTA countries (Iceland, Liechtenstein, and Norway) in 1994 – these countries are not regarded as third countries.

Hence, members of the EEA are:

- > Belgium
- > Bulgaria
- > Denmark
- > Germany
- > Estonia
- > Finland
- > France
- > Greece
- > Ireland
- > Italy
- > Croatia
- > Latvia
- > Lithuania
- > Luxemburg
- > Malta
- > The Netherlands
- > Austria
- > Poland
- > Portugal
- > Rumania
- > Sweden
- > Slovakia
- > Slovenia
- > Spain
- > The Czech Republic
- > Hungary
- > Cyprus
- > Iceland
- > Liechtenstein
- > Norway

> **Switzerland:** Switzerland is neither a member of the EU nor the EEA. Hence, Switzerland is a third country. As Switzerland is linked to the EEA by a series of bilateral agreements, citizens of Switzerland are in many respects equal to EEA citizens. Switzerland is, therefore, not considered a third country in accordance with this regulation.

1.1.2 Tuition fee amount

1.1.2.1 To determine whether a higher study fee will be levied on third-country nationals, the applicant shall provide the following proof with the application documents:

> **Visa (e.g., student visa according to § 64 NAG)**

If a student visa according to § 64 NAG is available, one of the following proofs must be provided, if available:

- > Proof of privileges or immunities in Austria
- > Proof of status "foreign journalist"
- > Registration form (the last 5 years in Austria)
- > Proof of receiving a scholarship
- > University entrance certificate from an Austrian school abroad
- > Residence permit as a refugee or asylum seeker or entitlement to asylum

The responsibility for providing the above proof lies with the applicant. Proof is to be presented with the application documents.

1.1.2.2 Third-country nationals who are not in Austria with a residence permit (visa) for students according to § 64 NAG but due to another residence permit (e.g., settlement permit, residence permit ...) pay the **regular tuition fee of € 363.36 per semester**.

1.1.2.3 Third-country nationals with a residence permit (visa) for students according to § 64 NAG are required under § 2 para. 2 FHG to pay a **tuition fee of € 727, - per semester**, unless an exception according to 1.1.2.3.a or a special case according to 1.1.2.3.b. applies. In these cases, the regular tuition fee of € 363.36 must be collected.

1.1.2.4

a) Exemptions:

- > People holding a multiple citizenship (dual citizenship), provided one citizenship is from an EEA member state;
- > People who enjoy privileges and immunities in Austria on grounds of state treaties or legal regulations, as well as people who are abroad on behalf of the Republic of Austria at the time of acquisition of the university entrance certificate and who enjoy privileges and immunities abroad on grounds of state treaties or legal regulations, as well as their spouses and children;

- > Foreign journalists accredited and working full-time in Austria as well as their spouses and children;
- > People who themselves had their center of vital interests in Austria for a minimum of 5 consecutive years **immediately preceding the application for admission** or who at least have one person they are obligated to provide maintenance for meeting this prerequisite;
- > People who have been granted a scholarship for the desired studies either on the grounds of regulations of state treaties or, at an equal amount, from funds of an Austrian regional authority, which expressly must be allocated to scholarships in accordance with the financial provisions of said regional authority.
- > Holders of university entrance certificates of Austrian schools abroad.
- > People who are entitled to residence within the territory of the Federal Republic of Austria based on provisions on the right to asylum.

b) Special cases:

- > In individual cases, the degree program head may reduce the tuition fees appropriately (maximum reduction to the amount of the regular study fee of EUR 363.36), particularly in case of social needs or exceptional circumstances. The criteria for determining social needs are the income, marital status, and the size of the family of the respective student, the income of his/her parents and his/her spouse or registered partner. For the assessment of the social needs of students earning their own livelihood, the respective student's income as well as that of his/her spouse or registered partner is relevant. The rectorate decides on an exemption from tuition fees.
- > No tuition fees are collected from students who are studying at FH Campus Wien for one or two semesters as part of an exchange program or as "Free Movers".
- > Should there be a need for graduates with special knowledge (e.g., specific language skills) within a specific professional group, the degree program head may refrain from collecting increased tuition fees.

The assessment of whether special conditions apply is at the discretion of the degree program head. Proof for assessment of the individual case must be provided by the applicant.

1.1.2.5 Assessment of nationality and the liability to pay contributions shall be conducted during the evaluation of the admission requirements for the degree program. All documents required for said assessment must be provided by the applicant.

1.1.2.6 The payment periods depend on the training contract, which is concluded only after timely payment of the tuition fees for the first semester. In any case, said fees shall be fully paid before commencement of the entry module.

1.1.3 Study preparation and range of services

German course

Applicants from third countries, who are required to pay an increased tuition fee, may attend courses to improve their German language skills. Students who pay the increased tuition fee are exempt from the course fees, i.e., the course fees are covered by the tuition fees. The completion of these courses for the improvement of German language skills does not replace the proof of knowledge of the German language required for the respective intended studies.

1.2 Waiver of tuition fees

Currently, the final decision on a complete waiver of tuition fees in individual cases, e.g., in case of exceptional circumstances rests with the Rectorate. In the case of a request from a student, the request, including the opinion/recommendation of the head of the degree program, is to be forwarded by the degree program via e-mail to rektorat@fh-campuswien.ac.at. If the circumstances justifying a complete waiver are known before the beginning of the semester, the request must be submitted to the Rectorate up to 14 days before the beginning of the semester. If the circumstances occur during the semester, the request must be submitted to the Rector's Office immediately.

In the presence of the following reasons, the tuition fee can be fully waived upon request.

- Students who can prove a degree of disability of at least 50%. The application must be accompanied by a scan of the disability pass issued by the Ministry of Social Affairs.
- Care or care obligations for close relatives (proof of relationship, e.g., by birth certificate or marriage certificate, notification of care level or specialist medical confirmation of need for care).
- Other similar reasons, with appropriate proof.

1.3 Double degree at FH Campus Wien

In the case of a double degree course at the FH Campus Wien, the tuition fee is charged as follows:

Tuition fee	Half each
Contribution to additional expenses for easing students `daily life	Each contribution to be paid in full
Student union fee	Payable once; the degree programs agree which degree program invoices and collects the student union fee

1.4 Non-commencement of studies

In case of written deregistration from studies up to a maximum of 1 week after commencement of the respective degree program, the **tuition fee** will be refunded.

If the registration of the student with the data network has been completed, the reimbursement of the **student union fee** may be requested from the Austrian Student Union "ÖH". If data network registration has not been completed, a refund of the student union fee may be requested from FH Campus Wien.

1.5 Withdrawal from studies

If students cancel their studies during the current semester, the entire tuition fee must be paid.

In the case of withdrawal before the BIS registration deadline (15 April or 15 November of the respective semester), a refund of the **student union fee** may be requested. If the registration of the student with the data network has been completed, the reimbursement of the student union fee may be requested from the Austrian Student Union "ÖH". If data network registration has not been completed, a refund of the student union fee may be requested from FH Campus Wien.

In the case of withdrawal before the BIS registration deadline (15 April or 15 November of the respective semester), half of the **tuition fee** shall be refunded.

In the case of withdrawal after the BIS registration deadline (15 April or 15 November of the respective semester), neither the student union fee nor the tuition fee will be refunded by FH Campus Wien.

1.6 Resignation from studies due to a negative examination by committee (unannounced non-attendance or assessment with grade 'insufficient')

In the case of resignation after a negative examination by committee, the student may request a full refund of the **student union fee** at the Austrian Student Union "ÖH".

In the case of leaving the course of study before the BIS registration deadline (15 April or 15 November of the respective semester), half of the **tuition fee** shall be refunded.

In the case of leaving the course of study after the BIS registration deadline (15 April or 15 November of the respective semester), the tuition fee shall not be refunded.

In the case of a request for repetition, the procedure outlined in section 1.7 applies.

1.7 Repetition of the academic year

Should an academic year be repeated, the following applies:

- > For the semester, during which the student must wait to enter the repetition year ("**suspension semester**"), only the student union fee will be charged. The tuition fee is not payable for the "suspension semester".

- > If the study fee has already been paid for the **semester following** the one the negative examination is assigned to, the tuition fee shall be refunded for the relevant semester. The student union fee will not be refunded.
- > If no services are consumed in **the first semester of the repetition year** (since all examinations have been completed successfully and no course or examination has been prescribed in the repetition agreement), no tuition fee is payable. In this case, only the study union fee will be charged.
- > If repeat students are **affected by a change of curriculum during the repetition of the academic year** and, as a result, take academic credits in the first semester of the repetition year, both the student union fee and the tuition fee must be collected in consultation with the head of the degree program or academic course.

1.8 Students on leave

On principle, no tuition fee is charged if the course of study is interrupted, as no services may be consumed during the interruption (e.g., no examinations may be taken during an interruption).

Since students on leave are still admitted to their studies during the interruption, the student union fee must be paid.

Interruption during the current semester:

In the case of an interruption of the course of study, the student may apply for a refund of the **student union fee** at the Austrian Student Union „ÖH“. The decision on reimbursement is the responsibility of the student union and is not within the sphere of influence of FH Campus Wien.

If the student applies for interruption of the course of study before the BIS registration deadline (15 April or 15 November), half of the **tuition fee** shall be refunded.

If the application for interruption of studies is submitted after the BIS notification deadline (15 April or 15 November), the tuition fee will not be refunded.

1.9 Extended-duration students

Students exceeding the duration of study (individuals who do not complete their studies within the standard period of study) are merely charged the tuition fee and the student union fee; however, contributions to additional expenses for easing the students' daily life do not apply.

Students who complete their studies before the BIS notification of the current 1st semester exceeding the standard period of study (in the case of the winter semester 15/11, in the case of the summer semester 15/4), will be refunded the full **tuition fee** for said 1st semester exceeding the standard period of study. A refund of the **student union fee** may be submitted at the Austrian Student Union „ÖH“. The decision on reimbursement is the responsibility of the student union and is not within the sphere of influence of FH Campus Wien.

1.10 Validity of the Campus Card

After payment of the entire tuition fee or after payment of the first installment in the case of an installment agreement or with the date of the deferment agreement, the Campus Card is valid

- > until 28.02. for a winter semester
- > until 30.09. for a summer semester
- >

1.11 Issuance of forms/confirmations

Forms/confirmations are exclusively issued after payment of the respective prescribed tuition fee.

2 Tuition fees for incoming/outgoing students

2.1 Incoming students

Incoming students are not required to pay a tuition fee if they study at the FH Campus Wien through a program (e.g., Erasmus). Only the student union fee is collected.

2.2 Outgoing students

- > Students of FH Campus Wien, who study abroad for at least three months (91 days) and for a maximum of 6 months, are exempted from paying the tuition fee and the contribution to additional expenses for easing students' daily life. In the case of studies abroad of 2 semesters, said contributions are not collected for both study semesters. In all other cases the tuition fee is payable.
- > Start and end times of the semester abroad do not have to match the start and end times of the semester at FH Campus Wien
- > However, the tuition fee as well as the contribution to additional expenses for easing students' daily life are to be paid as usual, if the stay abroad is planned exclusively during the summer months (July, August, September).
- > The student union fee is payable in any case.
- > In the case of stays abroad during the final semester, the graduation ceremony fee must be paid in any case.

3 Library & Media Center fees

Registration fee for members of FH Campus Wien	<i>none</i>
for external users	EUR 2. --
Loan fee	<i>none</i>

Interlibrary loan fee	
Book, per medium	EUR 3.--
Magazine article (Document Delivery), per article	EUR 7. -- to 10. --
Delay charges per medium and day	EUR -.20
Reminder charges per written reminder	EUR 2. --

4 Additional cost rates

Supplementary examination for students at FH Campus Wien	Dependent on expenditure, up to max. EUR 150. --
Application for validation of foreign studies and degrees	EUR 150. --
Graduation ceremony fee in final regular semester (independent of attendance)	EUR 60. --

Duplicate of diploma (diploma certificate) Exception: Duplicates due to changes according to the Name Change Act (cf. § 2 NÄG) - no collection of reimbursement of costs	EUR 15.--
Duplicate of diploma supplement Exception: Duplicates due to changes according to the Name Change Act (cf. § 2 NÄG) - no collection of reimbursement of costs	EUR 15. --

Issuance of additional „Transcripts of Records “ excl. internships	EUR 15. --
incl. internships	EUR 30.--
for Academy graduates: excl. internships	EUR 100.--
for Academy graduates: incl. internships	EUR 150. --
Issuance of Confirmations standardized confirmations	none
on external forms, per page	EUR 10.--
(Students participating in the FIT program of the AMS Wien at FH Campus Wien are exempt from this fee)	
Individual confirmations in German and/or English.....	EUR 25.--

Foreign postage	
Letters within Europe	EUR 8.--
Letters to non-European countries	EUR 20.--
Duplicate of Campus Card	EUR 20. --
Replacement key for locker	EUR 30. --
Replacement key for clothing locker	EUR 30. --
Locker deposit*	EUR 30. --

*After completion of the studies, the deposit can be reclaimed by the student via the portal upon electronic request.