

99061040013000, 99061040013000

# Payment of semester fees and other fees incurred at the university

Heruntergeladen am 26.06.2025

<https://fimportal.de/xzufi-services/517846657/L100040>

Modul	Sachverhalt
Leistungsschlüssel	99061040013000, 99061040013000
Leistungsbezeichnung I	Payment of semester fees and other fees incurred at the university
Leistungsbezeichnung II	
Typisierung	4 - Land: Regelung
Quellredaktion	Niedersachsen
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	
Leistungstyp	Leistungsobjekt mit Verrichtung
Leistungsgruppierung	Hochschulangelegenheiten (061)
Verrichtungskennung	Informationserteilung (013)
SDG-Informationsbereich	Bildungswesen in einem anderen Mitgliedstaat, einschließlich der frühkindlichen Betreuung, Bildung

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	und Erziehung, der Primar- und Sekundarschulbildung, der Hochschulbildung und der Erwachsenenbildung
Lagen Portalverbund	Studium (1030300)
Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	28.03.2022
Fachlich freigegeben durch	Ministry of Science and Culture of Lower Saxony
Handlungsgrundlage	<p>Enrollment regulations of the universities</p> <p><a href="https://voris.wolterskluwer-online.de/browse/document/82dd34dc-f4ed-3063-8084-61de25eefb5b">https://voris.wolterskluwer-online.de/browse/document/82dd34dc-f4ed-3063-8084-61de25eefb5b</a></p> <p><a href="https://voris.wolterskluwer-online.de/browse/document/82dd34dc-f4ed-3063-8084-61de25eefb5b">https://voris.wolterskluwer-online.de/browse/document/82dd34dc-f4ed-3063-8084-61de25eefb5b</a></p>
Teaser	<p>All students are obliged to pay a semester fee and any other applicable fees before the start of a semester. Students will only be enrolled or re-registered for their studies once the correct current amount has been received.</p>
Volltext	<p>The semester fee is a compulsory fee that every student has to pay before each semester in order to re-register for that semester. The fee is made up of the following as an example</p> <ul style="list-style-type: none"> <li>• Administration fee</li> <li>• Semester ticket for local public transport</li> <li>• Contribution to the student council</li> <li>• Contribution to the student union (canteen)</li> <li>• Flat rates for discounted services such as cinema, theater, bicycle rental and so on (this is negotiated by the General Student Committee with the respective providers)</li> </ul> <p>There may also be other fees and charges, such as</p> <ul style="list-style-type: none"> <li>• long-term study fees</li> <li>• course-specific fees</li> <li>• Tuition fees (for senior citizens)</li> </ul> <p>The composition of the semester fee is published on the websites of the universities. Information on the</p>

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individual amount to be paid is provided in the student portal.

The university administration takes over the fiduciary collection of the semester fees and then distributes them to the respective recipients, for example the university, the General Students' Committee and the Studierendenwerk.

The semester fee is used to co-finance a certain proportion of the administrative expenses. The subsidy for student services is intended to promote the social and economic interests of students, for example student residences, daycare centers and canteens. The share for the student representation aims to subsidize the costs of representing the interests of students internally and externally. In most cases, the contributions to discounted services such as public transport, cinema, theater, bicycle rental and so on are negotiated with the respective cooperation partners via the student representation. The distribution of funds to the cooperation partners is carried out by the student representatives.

The deadlines for transferring the semester fee vary from university to university. If the deadline for receipt of payment is exceeded, there is a risk of dunning procedures and, if necessary, de-registration due to missing semester fees. The deadlines and contribution rates are published on the respective university websites. Students are also usually informed about the semester fee and the payment deadline by email or via other communication channels.

Under certain circumstances, it is possible to reclaim parts of the semester fee, for example the semester ticket in the event of a leave of absence. This partial exemption is regulated differently at each university and the information on this can usually be found on the websites of the universities or the Asten and Studentenwerke.

## Erforderliche Unterlagen

- A transfer receipt may be required for enrollment; no documents are usually required for re-registration

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	<p>Please note the university-specific regulations</p> <ul style="list-style-type: none"> <li>• Payment of the semester fee and any other fees, stating the required data, e.g. application, matriculation or invoice number</li> </ul>
Voraussetzungen	<p>Before you start studying at a university, you must pay the current semester fee when you enrol.</p> <p>If you are already enrolled at a university, you must confirm your enrolment each semester by paying the current semester fee. The semester fee must be paid in such a way that the amount is successfully credited to the university's account by a specified deadline.</p> <p>If you have missed the transfer deadline, you can pay the semester fee within a grace period, plus a legally stipulated late payment fee if applicable.</p> <p>If you have paid too little and then fail to make the subsequent payment, including the late payment fee if applicable, the payment is deemed not to have been made. You can then not be enrolled or re-registered. You are then threatened with de-registration.</p>
Kosten	<ul style="list-style-type: none"> <li>• Depending on the payment method and financial institution, it is possible that transfer or other transfer costs may be incurred by the payer.</li> </ul>
Verfahrensablauf	<ul style="list-style-type: none"> <li>- The correct amount of the semester fee, including any additional fees, must be transferred to the specified account of the respective university by the due date</li> <li>- When making the transfer, the required information must be included in the subject line, e.g. the student ID, application or invoice number, name and, if applicable, the current semester</li> </ul>
Bearbeitungsdauer	<p>Processing can usually take up to a week, depending on the bank's processing time.</p>
Frist	<p>The universities have different deadlines. These are published on the universities' websites, by email and via other communication channels. The final deadline for receipt of payment is usually around 14 days before</p>

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the start of the respective semester within the re-registration period. For late re-registrations, a late fee may have to be paid within a specified second deadline.

**weiterführende Informationen**
**Hinweise**

Applicants and students must pay the semester fees and any other fees.

Depending on the payment method and financial institution, payment costs may be incurred.

In the case of international bank transfers, it is sometimes difficult for applicants or students to obtain precise information about the fees for a payment from abroad and to pay the exact semester fee due to exchange rates.

Amounts paid in excess of a certain amount will be refunded or offset against the re-registration amount for the following semester. The details are determined by the respective universities.

**Rechtsbehelf**

It is not possible to object to the payment of a semester fee.

**Kurztext**

- Payment of the semester fee and any other fees for applicants upon enrolment
- Once per semester to confirm your enrollment or to re-register
- The semester fee and any other fees must be received on time in the correct current amount in the account of the respective university
- Enrolment or re-registration can only take place once the semester fee and any other fees have been received
- A reminder will be sent if the payment is not received on time or if the amount paid is too small. The reminder fee must also be paid on time.
- If payment is not received or is not received in the correct amount, enrollment or re-registration for studies cannot be carried out. Students are threatened with de-registration.
- The current semester fee is published on the

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	<p>university website and is communicated via various channels.</p> <ul style="list-style-type: none"> <li>• The terms of the financial institutions are not included in the deadlines. The deadline for payment of the semester fee is a cut-off deadline.</li> <li>• For international transfers, payers must generally expect additional fees from the financial institutions.</li> <li>• The state universities in Lower Saxony are responsible.</li> </ul>
Ansprechpunkt	
Zuständige Stelle	
Formulare	<p>Forms/online services available: Yes</p> <p>Written form required: No</p> <p>Personal appearance required: No</p>
Ursprungsportal	<p>Bezahlen der Semesterbeiträge und weitere anfallende Gebühren an der Hochschule, Payment of semester fees and other fees incurred at the university</p>