

To the
Rectorate of Graz University of Technology
via the OE Registrar's Office
(Address: Rechbauerstrasse 12/I, 8010 Graz, E-Mail: study@tugraz.at)

Application for reimbursement of the tuition fee as reimbursement of costs of TU Graz

According to § 36 par. 6 Legal Regulations for Academic Affairs part of the TU Graz Statute

Matriculation number::

Details of the applicant:		
Surname:	First name:	Salutation:
Citizenship:	Street, house number (address for postal service):	
Postcode, city (address for postal service):		Country:

Bank details:	
Bank:	SWIFT / BIC:
IBAN:	

I am applying for a refund of the tuition fee in the amount of EUR 726,72 for the	<input type="checkbox"/> Winter semester <input type="checkbox"/> Summer semester
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- > I am a citizen of the listed states on page 2
- > I am a regular student
- > proof of academic performance accor. to the Rectorate's decision is available
- > the degree programme duration as determined by the Rectorate has not been exceeded
- > I exclusively pursue a degree programme provided at TU Graz

By signing this document, I confirm the accuracy of all the above points
and enclose the proof of performance with this application.

Date

Signature or mobile phone signature or eID of the applicant

Please send the electronically completed form to the Registrar's Office (address or e-mail address above).

All data are collected and processed in accordance with the duties associated with university administration, study grants and student representation matters as legally designated at the universities.

To be completed by the Registrar Office staff:		
G/L account: 410000, Internal order F-S-000001, non-taxable		
Date	Confirmation of the factual and numerical accuracy Identity verified with photo ID by means of mobile phone signature: validity checked	Signature or mobile phone signature or eID Authorising officer

Reimbursement of costs for international students from Southeast

Last updated: November 2018

§ 36 par. 6 Legal Regulations for Academic Affairs part of the TU Graz Statute:

Tuition fees incurred by regular students with the nationalities of Albania, Bosnia-Herzegovina, Kosovo, Macedonia, Moldova, Montenegro, Serbia, Turkey, Ukraine and Belarus can be reimbursed as a reimbursement of costs incurred during their bachelor's, master's, or doctoral studies at TU Graz, if they have made appropriate progress in their studies. The regulations related to the implementation will be published in the official university gazette.

A cost reimbursement will be granted by refunding the tuition fee of € 726.72 paid for the respective previous semester, if the following conditions are met:

1.) Evidence of performance: Evidence of at least 8 semester hours of course examinations relevant to the study programme or of 12 ECTS credits within one semester

or proof of good progress toward the preparation of a scientific thesis (master's thesis: max. 2 semesters; dissertation: max. 8 semesters in the case of a three-year doctoral programme).

Examination period: in each case within the semester determined by the Senate according to the division of the academic year, see: <https://www.tugraz.at/en/studying-and-teaching/studying-at-tu-graz/new-students/academic-calendar/>

2) the planned duration of studies + tolerance semester is not exceeded in the case of initially accredited and registered degree programmes:

for bachelor's/master's/doctoral degree programmes:
Intended duration of studies + 2 tolerance semesters

3.) Degree programmes exclusively offered at TU Graz, with the exception of co-enrolments as part of the joint study programme Electrical Engineering and Audio Engineering at the Graz University of Music and Performing Arts, programmes that are part of the NAWI-Graz cooperation project and inter-university studies (e.g. teacher education programmes)

The cost reimbursement can be applied for by students with the nationalities listed in § 36 par. 6 Legal Regulations for Academic Affairs part of the TU Graz Statute who have paid a tuition fee of € 726.72 to comply with a corresponding demand for payment and have fulfilled the conditions listed under points 1 to 3.

The application for reimbursement of the tuition fee as a reimbursement of costs incurred for the summer semester can be submitted beginning May 15 and up until September 30 at the latest and, for the winter semester, beginning December 15 and up until March 31 at the latest. Applications must be submitted to the TU Graz Registrar's Office.

The applicant is not legally entitled to receive a cost reimbursement.
