

**Bylaws**  
**of the Studentenwerk Würzburg on Studentenwerk Fees**  
**dated 4 April 2019**

Art. 92 (2) No. 5 in conjunction with Art. 95 (1) Sentence 3 No. 1 and (3) Sentence 2 *Bayerisches Hochschulgesetz* (Bavarian Higher Education Act, BayHSchG) dated 23 May 2006, last amended by Article 4 of the Act dated 10 July 2018 (*Bayerisches Gesetz- und Verordnungsblatt* (Bavarian Law and Ordinance Gazette, GVBl) p. 533) forms the framework for the following Bylaws on Studentenwerk Fees that have been decreed by the Board of Directors of the Studentenwerk Würzburg.

**Section 1 Charging and purpose of the fees**

(1) For the purpose of performing its responsibilities under Art. 88 BayHSchG, the Studentenwerk Würzburg charges fees, hereinafter referred to as “Studentenwerk fees”, for each semester.

(2) The responsibilities of the Studentenwerk Würzburg under Art. 88 BayHSchG are to provide financial and social assistance to students who are enrolled in degree programmes at the universities mentioned in Section 2 (1) below.

**Section 2 Obligation to pay the fees**

(1) The fees must be paid by all persons who are enrolled as regular students in a degree programme at one of the following higher education institutions:

- Julius-Maximilians-Universität Würzburg
- Otto-Friedrich-Universität Bamberg
- University of Music Würzburg
- University of Applied Sciences Würzburg-Schweinfurt
- Aschaffenburg University of Applied Sciences

(2) Those students will also have to pay the fees for semesters during which they are on leave of absence from their studies.

**Section 3 Amount of fees charged**

As of the 2019/20 winter semester, students who are enrolled in a degree programme at Julius-Maximilians-Universität Würzburg, the University of Music Würzburg or the University of Applied Sciences Würzburg-Schweinfurt - Campus Würzburg will be charged €62.00 per semester in Studentenwerk fees.

Students who are enrolled in a degree programme at Otto-Friedrich-Universität Bamberg, the University of Applied Sciences Würzburg-Schweinfurt - Campus Schweinfurt or the Aschaffenburg University of Applied Sciences will be charged €60.00 per semester.

#### **Section 4 Due date and payment of the Studentenwerk fees**

(1) Students must pay the Studentenwerk fees when they first enrol in a degree programme at one of the higher education institutions mentioned above and each time they re-enrol to continue their studies in the upcoming semester. The higher education institutions mentioned in Section 2 (1) above will collect the fees from their students when they first enrol in a degree programme and each time they re-enrol to continue their studies in the upcoming semester and will then forward the fee payments to the Studentenwerk Würzburg.

(2) The payment of the Studentenwerk fees cannot be waived, reduced or deferred.

#### **Section 5 Students who are enrolled at two different higher education institutions**

(1) Students who are enrolled at two or more higher education institutions in Bavaria for which

a) different Studentenwerk institutions are responsible will only have to pay the Studentenwerk fees to the Studentenwerk institution that is responsible for the higher education institution at which they enrolled or re-enrolled first (Art. 95 (2) Sentence 2 BayHSchG).

b) the same Studentenwerk institution is responsible will have to pay the Studentenwerk fees at the higher education institution at which they enrolled or re-enrolled first.

(2) Students who are enrolled in a degree programme that is offered jointly by two or more higher education institutions on the basis of an agreement for cooperation will have to pay the Studentenwerk fees at the higher education institution by whose enrolment regulations they are governed.

(3) In the circumstances mentioned above, an enrolment certificate for the semester in question issued by the higher education institution at which the students enrolled or re-enrolled first will be accepted as proof of payment.

#### **Section 6 Refunds**

(1) Students who disenrol from their degree programme at university will be granted a refund of Studentenwerk fees already paid by them for the semester in question in accordance with the conditions and deadlines mentioned below if they provide valid bank account details and if

a) their disenrolment becomes effective before the start date of the semester in question and they return their student ID card (chip card) on or before the last day of the previous semester

or

b) in the case of a disenrolment in accordance with the provisions of Art. 49 (2)

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BayHSchG, if their disenrolment is requested or becomes effective on or before the first day of the lecture period of the semester in question and they return their student ID card (chip card) before the deadline mentioned above has passed and they have not renewed (validated) their semester ticket.

(2) If students who are enrolled at two different higher education institutions in Bavaria can provide evidence that they have paid the Studentenwerk fees at one of those institutions, they can be granted a refund by the other institution up to and including the first day of the lecture period of the semester in question. Students who wish to be granted such a refund must submit an enrolment certificate for the semester in question issued by the higher education institution at which they enrolled or re-enrolled first as proof of payment.

(3) Students who have lost their student ID card (chip card) cannot get a refund.

(4) Students cannot get a refund after the deadlines stated above have passed.

### **Section 7 Entry into force**

These Bylaws will enter into force on 1 October 2019 and will supersede the bylaws dated 7 December 2018. Issued on the basis of a decision taken by the Board of Directors of the Studentenwerk Würzburg on 4 April 2019 and after the higher education institutions concerned had given their views on the matter.

Würzburg, 4 April 2019

signed

Dr. Dagmar Steuer-Flieser  
Chairwoman of the Board of Directors