

Regulations concerning fees and costs

1. Cost of tuition fee and Austrian Students' Union (ÖH) membership fee

- 1.1. The University of Applied Sciences Wiener Neustadt (Fachhochschule Wiener Neustadt GmbH, or FHWN) collects a tuition fee from each student to the amount of €363.36 per semester, in accordance with § 2 (2) University of Applied Sciences Act as amended. In the English-taught bachelor's degree programmes, the tuition fee for nationals of third countries (i.e. all countries except those belonging to the EEA or Switzerland), as far as they do not fall under the persons mentioned in the Regulation on Eligible Groups of Persons as amended by Federal Law Gazette II 15/1998, will increase to €726.72 per semester as of 2021. In addition, such third- country applicants have to pay a one-time registration fee of €250 for an English-taught bachelor's degree programme. This fee will be deducted from the tuition fee upon admission to the programme and is non-refundable.
- 1.2. If the government increases the tuition fee stipulated in § 2 FHG, FHWN has the right to increase the tuition fee to the same extent as the legislator. Any increase in the tuition fee set by the legislator does not entitle the student to unilaterally withdraw from or interrupt their studies.
- 1.3. According to § 29 (3) HSG (Hochschülerinnen- und Hochschülerschaftsgesetz) as amended, the ÖH fee (which amounts to €22.70 in the academic year 2023/24) will be claimed together with the tuition fee.

2. Collection of fee

- 2.1. The tuition fee including the ÖH fee must be paid together as a lump sum. Partial payment is not possible.
- 2.2. For first-year students, the verified payment (receipt at the FHWN account) must be made by 15 July at the latest (start in winter semester) or by 15 January at the latest (start in summer semester). If the educational agreement is concluded after 8 July (start in winter semester) or 8 January (start in summer semester), the payment must be made within ten days after conclusion of the contract.
- 2.3. For subsequent semesters, payment must be made by the beginning of the semester at the latest (1 September for the winter semester, 15 February for the summer semester).

3. Consequence of non-payment

- 3.1. If proof of payment has not been received by the due date, a grace period of 10 days is granted, incurring a late payment fee of €25.
- 3.2. If payment has not been received within the grace period, the educational agreement is thus terminated ("exmatriculation").

4. Miscellaneous

- 4.1. Tuition fees and ÖH fees must be paid for each semester enrolled until graduation or exmatriculation. This also includes internships and semesters abroad, as well as semesters in which only one examination must be taken.
- 4.2. If students are granted a period of leave officially sanctioned by the FHWN, neither tuition nor ÖH fees are due. During the leave period, examinations cannot be taken (cf. § 14 University of Applied Sciences Act as amended). A prerequisite for resuming studies is the payment of tuition and ÖH fees.
- 4.3. If an interrupted study programme is resumed during a semester, the tuition and ÖH fee must be paid for that semester. If studies are interrupted during a semester, the tuition and ÖH fees will not be refunded.
- 4.4. For first-year students, the refund of tuition fees already paid is only possible upon application, provided that the written deregistration from the programme is received by FHWN by 15 August (start in the winter semester) or 31 January (start in the summer semester) at the latest. If deregistration takes place later or if the studies are not commenced without deregistration, a refund of the tuition fee already paid is not possible.
- 4.5. Tuition fees for semesters already in progress are forfeited if the studies are terminated or must be terminated during the semester.
- 4.6. In cases of exceptional social need, an application for reimbursement of the tuition fee can be submitted from the second year of study onwards. The relevant person in Study Services is to be contacted for the exact requirements and the application procedure.
- 4.7. Any reclamation of the ÖH membership fee by the student must be addressed directly to the Austrian Students' Union (ÖH).
- 4.8. If a double degree programme is commenced at the FHWN, tuition and ÖH fees are only charged once per semester.

4.9. The request for payment and the confirmation of payment can be made out exclusively to the student's name.

5. Validity

5.1. These regulations concerning fees and costs come into force on 1 February 2023 and are applicable for the first time for the winter semester 2023/24. They are valid until revoked and replace all previous regulations in this regard.

6. Other costs

6.1. The contribution towards expenses for issuing the final documents and certificates as well as for participation in the graduation ceremony amounts to €65 and is to be paid in advance.

6.2. Any additional contributions towards expenses, costs for additional offers or extraordinary activities, costs for study trips, excursions or semesters abroad are made known in advance and charged separately.

Mag.(FH) Mag.jur. Peter Erlacher

Mag. Helmut Pfeffer

Geschäftsführung der Fachhochschule Wiener Neustadt GmbH