

Fee waiver application

To the
 Vice-Rector for Teaching | Promotion of Early Stage
 Artists/Researchers
 of the Academy of Fine Arts Vienna

Matrikelnummer (Student ID)

| | |
|---|-------|
| Full name (first name, last name) | |
| Street name and house number, <i>Stiege</i> (Staircase), floor, door number | |
| Postal / ZIP code, town | |
| Phone number | Email |

I apply for a waiver of tuition fees for the.....semester 20..../ and the
semester 20...../

| | |
|--------------------------|---|
| <input type="checkbox"/> | as I cannot attend any lectures for over two months due to pregnancy. <i>Proof: Specialist doctor's confirmation</i> |
| <input type="checkbox"/> | as I cannot attend any lectures for over two months due to illness. <i>Proof: Specialist doctor's confirmation</i> |
| <input type="checkbox"/> | as I am the main carer of children below the age of seven. <i>Proof: Child's birth certificate, Residence Registration Form of student and child, statutory declaration as specified below</i> |
| <input type="checkbox"/> | as I am gainfully employed and in the previous year earned more than 14 times the amount specified in Section 5 Subsection 2 ASVG (General Social Security Act). <i>Proof: Notice of income tax assessment issued by the competent tax authority</i> |
| <input type="checkbox"/> | as I cannot attend any lectures for over two months due to military / alternative civilian service (<i>Präsenz- or Zivildienst</i>). <i>Proof: Confirmation by the respective military command or civilian service agency</i> |
| <input type="checkbox"/> | as I am more than 50% disabled (diagnosed according to federal legislation). <i>Proof: Disabled Persons Pass issued by the Bundessozialamt (Federal Social Office)</i> |
| <input type="checkbox"/> | as I receive an Austrian student's grant according to the <i>Studienförderungsgesetz</i> (Advancement of Studies Act). <i>Proof Notification by Studienbeihilfenbehörde (federal aid for students)</i> |

 Date

 Signature

Statutory declaration (affidavit) in case of childcare as specified above:

I declare that I am the sole or main carer of the child whose Residence Registration Form and birth certificate I have enclosed with this application.

 Date

 Signature

Student's information:**Deadlines**

Fee waiver applications must be submitted by 31 October or 31 March for the respective semester. In case all required proof is not provided within the time specified, tuition fees must be paid.

Required proof

For providing proof of the reasons stated in Section 92 Subsection 1 Subpara. 4, 5 and 6 Universities Act 2002 the following applies:

1. The student's inability to attend any lecture for more than two months due to illness or pregnancy (Section 92) must be substantiated by a specialist's confirmation.
2. If the student has the main care of children of up to 7 years of age or until the child/ren enter/s school at a later date, the student is to submit the following documents:
 - Birth certificate of the child/ren,
 - Residence Registration Form (*Meldezettel*) of the student,
 - Residence Registration Form (*Meldezettel*) of the child/ren, with the same address as the respective student's
 - a statutory declaration by the student confirming that the child is mainly in his/her care.
3. The student must prove any gainful employment (Section 92 Subsection 1 Subpara. 5 Universities Act 2002) by submitting the respective notice of income tax assessment (*Einkommensteuerbescheid*) for the calendar year preceding the respective year of study. Additions according to Section 9 of the *Studienförderungsgesetz* (Advancement of Studies Act) 1992 and the *Pauschalierungsausgleich* (lump-sum payment compensation) according to Section 10 of the same must be taken into consideration when calculating the student's income according to Section 8 of the *Studienförderungsgesetz* 1992 only if the student has earned the money through gainful employment
4. Any disability according to Section 92 Subsection 1 Subpara. 6 Universities Act 2002 must be proved through the submission of the *Behindertenpass* (Disabled Persons Pass) issued by the *Bundessozialamt* (Federal Social Office).
5. Proof notification by the *Studienbeihilfenbehörde* (federal aid for students)

Evidence substantiating any and all waiver conditions according to Section 92 Subsection 1 Subpara 1, 2, 3, 4 and 6 Universities Act 2002 must be submitted for those semesters for which the waiver is requested. Proof submitted in other languages must be accredited.

I acknowledge the above information:

Date

Student's signature

I enclose all requested evidence.

To be filled in by the university

Decision made by the Vice-Rector for Teaching I Promotion of Early Stage Artists/Researchers

- | | | | |
|--------------------------|-------------------------------|--------------------------|--|
| <input type="checkbox"/> | For the Semester 20 /.. | <input type="checkbox"/> | For the study year 20 /.. |
| | | <input type="checkbox"/> | For the summer semester 20 /.. and the winter semester 20 / |

the fee waiver application has been

- | | |
|--------------------------|-------------------------------|
| <input type="checkbox"/> | accepted |
| <input type="checkbox"/> | accepted until further notice |
| <input type="checkbox"/> | not accepted |

Reason for rejection of application:

Date:

Dr Karin Riegler
Vice-Rector for Teaching I Promotion of Early
Stage Artists/Researchers

All decisions made regarding this application will be entered into the *Studienblatt* (admission record).