

General Fee Regulation

Valid as of winter semester 2024/25

Table of Contents

1	Tuition fee for regular students.....	3
1.1	Third country regulation	4
1.1.1	Nationality	4
1.1.2	Tuition fee amount	6
1.1.3	Study preparation and range of services	8
1.2	Waiver of tuition fees	8
1.3	Double degree at Hochschule Campus Wien	9
1.4	Non-commencement of studies	9
1.5	Withdrawal from studies	9
1.6	Resignation from studies due to a negative examination by committee (unannounced non-attendance or assessment with grade 'insufficient')	10
1.7	Repetition of the academic year	10
1.8	Students on leave.....	10
1.9	Extended-duration students	11
1.10	Validity of the Campus Card.....	11
1.11	Issuance of forms/confirmations.....	11
2	Tuition fees for incoming/outgoing students	11
2.1	Incoming students	11
2.2	Outgoing students.....	11
3	Library & Media Center fees	12
4	Additional cost rates.....	12

1 Tuition fee for regular students

The tuition fee per student per semester (tuition fee, Austrian National Union of Students (ÖH) fee and fee for additional expenses) at the "Hochschule Campus Wien" is as follows:

Tuition fee according to § 2 para. 2 FHG for EU-, EEA citizens as well as Swiss nationals	€ 363.36
Tuition fee according to § 2 para. 2 FHG for students from third countries not subject to any exemption	€ 727.00
Contribution to additional expenses for easing students' daily life	Amount dependent on additional services offered by the respective degree program
Student union fee *)	Currently about € 25.00

*) Provided that at the time of billing, no payment of the Austrian National Union of Students fee for the respective semester at another university is recorded in the data network.

The tuition fee is mandatory for the student, regardless of whether the student is also admitted to study at another institution (e.g., a university of applied sciences or university) and is required to pay a tuition fee there.

If the student has already paid the student union fee for the respective semester at another university at the time of billing, and the payment is duly recorded in the data network of universities and universities of applied sciences, Hochschule Campus Wien will not collect the student union fee.

If no payment of a student union fee is recorded in the data network, Hochschule Campus Wien will collect this fee. In the event of a double payment of the student union fee, the student can request a refund of the student union fee from the Austrian National Union of Students.¹

If the student pays the tuition fee by mistake or pays too high a tuition fee by mistake, the Hochschule Campus Wien will transfer this amount back to an account specified by the student at the student's request. If the student does not name an account, the Hochschule Campus Wien will make the return transfer on its own initiative to the account from which the erroneous payment was made. This will be done within a maximum of three years from receipt of the last erroneous payment. However, if this account is not suitable for a return transfer (e.g., deactivated) and no suitable account is named to the Hochschule Campus Wien within the period of three years from receipt of the last erroneous payment, said amount shall be forfeited.

¹ cf. Website of the Austrian Student Union "ÖH": <https://www.oeh.ac.at/service/oeh-beitrag>

1.1 Third country regulation

1.1.1 Nationality

By presenting proof of citizenship or passport, it is determined whether the applicant is a citizen of a third country.

- **Third country:** all countries outside the EEA (EU member states, Iceland, Liechtenstein, Norway) and Switzerland.

List of third countries:

> Afghanistan	> Cambodia	> Oman
> Egypt	> Camerouns	> Solomon Islands
> Albania	> Canada	> Zambia
> Algeria	> Cabo Verde	> Samoa
> Andorra	> Kazakhstan	> San Marino
> Angola	> Qatar	> Sao Tome and Príncipe
> Antigua and Barbuda	> Kenya	> Saudi Arabia
> Equatorial Guinea	> Kyrgyzstan	> Senegal
> Argentina	> Kiribati	> Serbia
> Armenia	> Colombia	> Seychelles
> Azerbaijan	> Comoros	> Sierra Leone
> Ethiopia	> Congo	> Zimbabwe
> Australia	> Congo - Democratic Republic	> Singapore
> Bahamas	> Korea –Democratic Republic	> Somalia
> Bahrain	> Korea - People's Republic	> Sri Lanka
> Bangladesh	> Kosovo	> St. Kitts and Nevis
> Barbados	> Cuba	> St. Lucia
> Belarus	> Kuwait	> St. Vincent and the Grenadines
> Belize	> Laos	> South Africa
> Benin	> Lesotho	> Sudan
> Bhutan	> Lebanon	> Southern Sudan
> Bolivia	> Liberia	> Suriname
> Bosnia - Herzegovina	> Libya	> Swaziland
> Botswana	> Madagascar	> Syria
> Brazil	> Malawi	> Tajikistan
> Brunei Darussalam	> Malaysia	> Taiwan (Chinese Taipei)
> Burkina Faso	> Maldives	> Tanzania
> Burundi	> Mali	> Thailand
> Chile	> Morocco	> Timor-Leste
> China	> Marshall Islands	> Togo
> Costa Rica		
> Côte d'Ivoire		
> Dominica		

- | | | |
|----------------------|----------------------|------------------------|
| > Dominican Republic | > Mauritania | > Tonga |
| > Djibouti | > Mauritius | > Trinidad and Tobago |
| > Ecuador | > Mexico | > Chad |
| > El Salvador | > Micronesia | > Tunisia |
| > Eritrea | > Moldova | > Turkey |
| > Fiji | > Monaco | > Turkmenistan |
| > Gabon | > Mongolia | > Tuvalu |
| > Gambia | > Montenegro | > Uganda |
| > Georgia | > Mozambique | > Ukraine |
| > Ghana | > Myanmar | > Uruguay |
| > Grenada | > Namibia | > USA |
| > Guatemala | > Nauru | > Uzbekistan |
| > Guinea | > Nepal | > Vanuatu |
| > Guinea-Bissau | > New Zealand | > Vatican City |
| > Guyana | > Nicaragua | > Venezuela |
| > Haiti | > Niger | > United Arab Emirates |
| > Apostolic See | > Nigeria | > United States |
| > Honduras | > Northern Macedonia | > Vietnam |
| > India | > Pakistan | > Central African |
| > Indonesia | > Palestinian Areas | Republic |
| > Iraq | > Palau | |
| > Iran | > Papua New Guinea | |
| > Israel | > Paraguay | |
| > Jamaica | > Peru | |
| > Japan | > Philippines | |
| > Yemen | > Rwanda | |
| > Jordan | > Russian Federation | |

- > **EEA:** European Economic Area, which was established through a treaty between the European Union (EU) and the EFTA countries (Iceland, Liechtenstein, and Norway) in 1994 – these countries are not regarded as third countries.

Hence, members of the EEA are:

- | | | |
|------------|-------------------|----------------------|
| > Belgium | > Latvia | > Slovenia |
| > Bulgaria | > Lithuania | > Spain |
| > Denmark | > Luxemburg | > The Czech Republic |
| > Germany | > Malta | > Hungary |
| > Estonia | > The Netherlands | > Cyprus |
| > Finland | > Austria | > Iceland |
| > France | > Poland | > Liechtenstein |
| > Greece | > Portugal | > Norway |
| > Ireland | > Romania | |

- > Italy
- > Croatia
- > Sweden
- > Slovakia

> **Switzerland:** Switzerland is neither a member of the EU nor the EEA. Hence, Switzerland is a third country. As Switzerland is linked to the EEA by a series of bilateral agreements, citizens of Switzerland are in many respects equal to EEA citizens. Switzerland is, therefore, not considered a third country in accordance with this regulation.

1.1.2 Tuition fee amount

1.1.2.1 To determine whether a higher tuition fee will be levied on third-country nationals, the student shall provide the following proof:

> **Visa (e.g., student visa according to § 64 NAG)**

If a student visa according to § 64 NAG is available, one of the following proofs must be provided, if available:

- > Proof of privileges or immunities in Austria
- > Proof of status "foreign journalist"
- > Registration form (the last 5 years in Austria)
- > Proof of receiving a scholarship
- > University entrance certificate from an Austrian school abroad
- > Residence permit as a refugee or asylum seeker or entitlement to asylum

The responsibility for providing the above proof lies with the student.

1.1.2.2 Third-country nationals who are not in Austria with a residence permit (visa) for students according to § 64 NAG but due to a different residence permit (e.g., settlement permit, residence permit ...) pay the **regular tuition fee of € 363.36 per semester**.

1.1.2.3 Third-country nationals with a residence permit (visa) for students according to § 64 NAG are required under § 2 para. 2 FHG to pay a **tuition fee of € 727.00 per semester** unless an exception according to 1.1.2.3.a or a special case according to 1.1.2.3.b. applies. In these cases, the regular tuition fee of € 363.36 must be collected.

a) Exemptions:

- > People holding a multiple citizenship (dual citizenship), provided one citizenship is from an EEA member state;
- > People who enjoy privileges and immunities in Austria on grounds of state treaties or legal regulations, as well as people who are abroad on behalf of the Republic of Austria at the time of acquisition of the university entrance certificate and who enjoy privileges and immunities abroad on grounds of state treaties or legal regulations, as well as their spouses and children;
- > Foreign journalists accredited and working full-time in Austria as well as their spouses and children;
- > People who themselves had their center of vital interests in Austria for a minimum of five consecutive years **immediately preceding the application for admission** or who at least have one person they are obligated to provide maintenance for meeting this prerequisite;
- > People who have been granted a scholarship for the desired studies either on the grounds of regulations of state treaties or, at an equal amount, from funds of an Austrian regional authority, which expressly must be allocated to scholarships in accordance with the financial provisions of said regional authority;
- > Holders of university entrance certificates of Austrian schools abroad;
- > People who are entitled to residence within the territory of the Federal Republic of Austria based on provisions on the right to asylum.

b) Exceptional cases:

- > In individual cases, the degree program head may reduce the tuition fees appropriately (maximum reduction to the amount of the regular tuition fee of EUR 363.36), particularly in case of social needs or exceptional circumstances. The criteria for determining social needs are the income, marital status, and the size of the family of the respective student, the income of his/her parents and his/her spouse or registered partner. For the assessment of the social needs of students earning their own livelihood, the respective student's income as well as that of his/her spouse or registered partner is relevant. The rectorate decides on an exemption from tuition fees.
- > No tuition fees are collected from students who are studying at the Hochschule Campus Wien for one or two semesters as part of an exchange program or as "Free Movers."
- > Should there be a need for graduates with special knowledge (e.g., specific language skills) within a specific professional group, the degree program head may refrain from collecting increased tuition fees.

The assessment of whether special conditions apply is at the discretion of the degree program head. Proof for assessment of the individual case must be provided by the applicant.

- 1.1.2.4 Assessment of nationality and the liability to pay contributions shall be conducted during the evaluation of the admission requirements for the degree program. All documents required for said assessment must be provided by the student.
- 1.1.2.5 The payment periods depend on the education and training contract, which is concluded only after timely payment of the tuition fees for the first semester. In any case, said fees shall be fully paid before commencement of the entry module.

1.1.3 Study preparation and range of services

German course

Applicants from third countries, who are required to pay an increased tuition fee, may attend courses to improve their German language skills at the Hochschule Campus Wien. Students who pay the increased tuition fee are exempt from the course fees, i.e., the course fees are covered by the tuition fees. The completion of these courses for the improvement of German language skills does not replace the proof of knowledge of the German language required for the respective intended studies.

1.2 Waiver of tuition fees

Reasons for the complete waiver of tuition fees

In the presence of the following reasons, the tuition fees can be fully waived upon request.

- Students who can prove a degree of disability of at least 50%. The application must be accompanied by a scan of the disability pass issued by the Ministry of Social Affairs.
- Care or care obligations for close relatives (proof of relationship, e.g., by birth certificate or marriage certificate, notification of care level or specialist medical confirmation of need for care).
- In the event of other exceptional circumstances that do not fall into any of the above categories. The student must explain the exceptional circumstances and provide credible evidence. The student's application must be forwarded to the Rectorate together with a statement from the head of degree program.

Application procedure, deadlines, and duration of the waiver

The application for waiver of tuition fees, together with the required evidence, must be submitted by the student to the head of the degree program. The latter must forward the application to the Rectorate, which is responsible for the decision in individual cases.

If the circumstances justifying a complete waiver are known before the start of the semester, the application must be submitted to the head of degree program up to 14 days before the start of the semester. If the circumstances arise during the semester, the application must be submitted immediately.

It is not possible to apply for a waiver retroactively for previous semesters.

Waivers are granted on a semester-by-semester basis. If it can be assumed that the reason for remission will last longer than this, it may be granted for longer. If the reason for the waiver ceases to apply, the student must inform the degree program immediately.

1.3 Double degree at Hochschule Campus Wien

In the case of a double degree course at the Hochschule Campus Wien, the tuition fee is charged as follows:

Tuition fee	Half each
Contribution to additional expenses for easing students' daily life	Each contribution to be paid in full
Austrian National Union of Students	Payable once; the degree programs agree which degree program invoices and collects the student union fee

1.4 Non-commencement of studies

In the case of written deregistration from studies up to a maximum of 1 week after commencement of the respective degree program, the **tuition fee** will be refunded.

If the registration of the student with the data network has been completed, the reimbursement of the **student union fee** may be requested from the Austrian National Union of Students "ÖH". If data network registration has not been completed, a refund of the student union fee may be requested from Hochschule Campus Wien.

1.5 Withdrawal from studies

If students cancel their studies during the current semester, the entire tuition fee must be paid.

In the case of withdrawal before the BIS registration deadline (15 April or 15 November of the respective semester), a refund of the **student union fee** may be requested. If the registration of the student with the data network has been completed, the reimbursement of the student union fee may be requested from the Austrian National Union of Students "ÖH". If data network registration has not been completed, a refund of the student union fee may be requested from Hochschule Campus Wien.

In the case of withdrawal before the BIS registration deadline (15 April or 15 November of the respective semester), half of the **tuition fee** shall be refunded.

In the case of withdrawal after the BIS registration deadline (15 April or 15 November of the respective semester), neither the student union fee nor the tuition fee will be refunded by Hochschule Campus Wien.

1.6 Resignation from studies due to a negative examination by committee (unannounced non-attendance or assessment with grade 'insufficient')

In the case of resignation after a negative examination by committee, the student may request a full refund of the **student union fee** at the Austrian National Union of Students "ÖH". The decision on reimbursement is the responsibility of the ÖH and is not within the sphere of influence of the Hochschule Campus Wien.

In the case of resignation before the BIS registration deadline (15 April or 15 November of the respective semester), half of the **tuition fee** shall be refunded.

In the case of resignation after the BIS registration deadline (15 April or 15 November of the respective semester), the tuition fee shall not be refunded.

In the case of a request for repetition, the procedure outlined in section 1.7 applies.

1.7 Repetition of the academic year

Should an academic year be repeated, the following applies:

- > For the semester, during which the student must wait to enter the repetition year ("**suspension semester**"), only the student union fee will be charged. The tuition fee is not payable for the "suspension semester."
- > If the tuition fee has already been paid for the **semester following** the one the negative examination is assigned to, the tuition fee shall be refunded for the relevant semester. The student union fee will not be refunded.
- > If no services are consumed in **the first semester of the repetition year** (since all examinations have been completed successfully and no course or examination has been prescribed in the repetition agreement), no tuition fee is payable. In this case, only the study union fee will be charged.
- > If repeat students are **affected by a change of curriculum during the repetition of the academic year** and, as a result, take academic credits in the first semester of the repetition year, both the student union fee and the tuition fee must be collected in consultation with the head of the degree program.

1.8 Students on leave

On principle, no tuition fee is charged if the course of study is interrupted, as no services may be consumed during the interruption (e.g., no examinations may be taken during an interruption).

Since students on leave are still admitted to their studies during the interruption, the student union fee must be paid.

Interruption during the current semester:

In the case of an interruption of the course of study, the student may apply for a refund of the **student union fee** at the Austrian National Union of Students „ÖH“. The decision on reimbursement

is the responsibility of the student union and is not within the sphere of influence of the Hochschule Campus Wien.

If the student applies for interruption of the course of study before the BIS registration deadline (15 April or 15 November), half of the **tuition fee** shall be refunded.

If the application for interruption of studies is submitted after the BIS notification deadline (15 April or 15 November), the tuition fee will not be refunded.

1.9 Extended-duration students

Students exceeding the duration of study (individuals who do not complete their studies within the standard period of study) are charged the tuition fee, the student union fee, and contributions to additional expenses for easing the students' daily life if the extended-duration student has consumed additional services of the respective degree program.

Students who complete their studies before the BIS notification of the current first semester exceeding the standard period of study (in the case of the winter semester 15/11, in the case of the summer semester 15/4), will be refunded the full **tuition fee** for said semester exceeding the standard period of study. A refund of the **student union fee** may be submitted at the Austrian National Union of Students „ÖH“. The decision on reimbursement is the responsibility of the student union and is not within the sphere of influence of the Hochschule Campus Wien.

1.10 Validity of the Campus Card

After payment of the entire tuition fee or after payment of the first installment in the case of an installment agreement or with the date of the deferment agreement, the Campus Card is valid

- > until 28.02. for a winter semester
- > until 30.09. for a summer semester

1.11 Issuance of forms/confirmations

Forms/confirmations are exclusively issued after payment of the respective prescribed tuition fees.

2 Tuition fees for incoming/outgoing students

2.1 Incoming students

Incoming students are not required to pay any tuition fees if they study at the Hochschule Campus Wien through a program (e.g., Erasmus). Only the student union fee is collected.

2.2 Outgoing students

- > Students of Hochschule Campus Wien, who study abroad for at least three months (approx. 91 days) and for a maximum of 6 months, are exempted from paying the tuition fee and the

contribution to additional expenses for easing students' daily life. In the case of studies abroad of two semesters, said contributions are not collected for both study semesters. In all other cases the tuition fee is payable.

- > Start and end times of the semester abroad do not have to match the start and end times of the semester at the Hochschule Campus Wien
- > However, the tuition fee as well as the contribution to additional expenses for easing students' daily life are to be paid as usual, if the stay abroad is planned exclusively during the summer months (July, August, September).
- > The student union fee is payable in any case.
- > In the case of stays abroad during the final semester, the graduation ceremony fee must be paid in any case.

3 Library & Media Center fees

Registration fee for members of Hochschule Campus Wien	<i>none</i>
for external users	EUR 2.00
Loan fee	<i>none</i>
Interlibrary loan fee Book, per medium	EUR 3.00
Magazine article (Document Delivery), per article	EUR 7.00 to 10.00
Delay charges per medium and day	EUR 0.20
Reminder charges per written reminder	EUR 2.00

4 Additional cost rates

Supplementary examination for students at Hochschule Campus Wien	Dependent on expenditure, up to max. EUR 150.00
Application for validation of foreign studies and degrees	EUR 150.00
Graduation ceremony fee in final regular semester (independent of attendance)	EUR 60.00
Duplicate of diploma (diploma certificate) Exception: Duplicates due to changes according to the Name Change Act (cf. § 2 NÄG) - no collection of reimbursement of costs	EUR 15.00
Duplicate of diploma supplement	EUR 15.00

Exception: Duplicates due to changes according to the Name Change Act (cf. § 2 NÄG) - no collection of reimbursement of costs	
Issuance of additional „Transcript of Records “ excl. internships incl. internships for Academy graduates: excl. internships for Academy graduates: incl. internships	EUR 15.00 EUR 30.00 EUR 100.00 EUR 150.00
Issuance of Confirmations standardized confirmations on external forms, per page (Students participating in the FiT program of the AMS Wien at Hochschule Campus Wien are exempt from this fee) Individual confirmations in German and/or English.....	none EUR 10.00 EUR 25.00
Foreign postage Letters within Europe Letters to non-European countries	EUR 8.00 EUR 20.00
Duplicate of Campus Card	EUR 20.00
Replacement key for locker	EUR 30.00
Replacement key for clothing locker	EUR 30.00
Locker deposit*	EUR 30.00

*After completion of the studies, the deposit can be reclaimed by the student via the portal upon electronic request.