



Request for exemption from the payment of mobility contribution

According to the contribution regulations
of the student body as of summer
semester 2026

Please return the filled in and signed request to the **Registrar's office** of Hochschule Bonn-Rhein-Sieg. Exemption from the payment of mobility contribution may be granted to those students who are more than 4 weeks away from the study place outside of NRW*. Reasons for absence may be a practical term, a semester abroad or internship. In case of voluntary internship or absence arranged for personal purpose exemption is not possible. The request for exemption from the payment of mobility contribution must be submitted in time within the **re-registration period** of the respective semester. Should the fact that the absence for more than 4 weeks from the study place outside of NRW* becomes known after the re-registration period, you may apply until the beginning of lectures (date given by the ministry) of the respective semester. If you have already paid the complete semester contribution you additionally have to hand in the **request for reimbursement of fees** as well as your student ID card to the Registrar's office. Please check the exact lecture dates on our website. <https://www.h-brs.de/de/vorlesungszeiten>

After the beginning of the lecture period submission of a request is not possible anymore!

Please note that you should first register in your department for the compulsory internship or practical period. You may only be exempted from the payment of the mobility contribution after the approval of the internship or practical period through the department and after all necessary documents have been handed in to the department. We do not need this request if you apply for leave of absence.

* NRW (North Rhine-Westphalia)

Student No.: _____ **Study programme:** _____

Family name: _____ **First name:** _____

Phone during the day (optional; for enquiries): _____ / _____

E-mail-address: _____

(Please tick and fill in as appropriate)

I apply for the exemption from the payment of mobility contribution for

☐ Winter semester _____ ☐ Summer semester _____ due to

(You can apply for the exemption only for the semester you are re-registering for!)

☐ **Practical term/ semester abroad /internship outside of NRW**

An exemption is also possible if the semester abroad is an additional study semester.

Postal code _____ City _____

Name of the university/company _____

Country _____

Place, date _____ Applicant's signature: _____