

FSZ Regulations for Fees and Payment Revised February 2011, according to VKB 1/2005

The following regulations for fees and payment relate to:

- Language exam fees
 - DAAD language test
 - DSH examination
 - onDAF examination
- Language course fees
 - Courses subject to payment for those in receipt of a DAAD scholarship
 - Intensive language courses outside of term time (Latin, Spanish, French)
 - Exam preparation courses (such as DSH, TestDaF, TOEFL)
 - Contributions for the Polish intensive language course: Hannover-Poznan (Poland) as part of the NMWK¹ Project encouraging the learning of less predominant European languages

1) General

(1.1) In general, students of associated universities may participate in any of the courses at the FSZ. Guests may only participate if capacity permits.

(1.2) The FSZ conducts the DSH examination ("Deutsche Sprachprüfung für den Hochschulzugang ausländischer Studienbewerber"), which is available to applicants of both associated universities, as well as external universities.

(1.3) The Hannover-Poznan (Poland) intensive language course is available to all students attending university within Lower Saxony.

(1.4) In addition to the stated services, the FSZ conducts further language tests on behalf of third parties. Language tests conducted on behalf of third parties are also subject to charges. Information on third party fees are detailed in their respective fees and payment regulatory guidelines and are not included in these guidelines regulating fees and payment.

2) Fees

(2.1) Fees are determined in relation to resulting expenses. In particular this includes materials, course coordination, supporting programmes, photocopying, bookkeeping, and lecturing staff.

(2.2) Fees are determined according to the criteria outlined in the following guidelines regulating fees and payment. Fees must be established upon publication of the course.

(2.3) Information on fees should be obtained from the most recent source. The following fees apply from the date of publication of these guidelines regulating fees and payment. However, fees may be modified in accordance with point (2.1):

Service	Level (GER)	Hours	ECTS Credits	Fee (Issue date: 1.2.2010)
DSH Examination	B2/C1			150 €
DAAD Civil Engineering (if applicable)	A1-C1	approx. 120 / month	6/month	275 €
DAAD Horticulture (if applicable)	A1-A2	approx. 100 /month	4/ month	250 €
Latin intensive language course	A1	200	10	640 €
Intermediate Latin intensive language	A1	75	5	420 €

¹ Niedersächses Ministerium für Wissenschaft und Kultur.

course				
Spanish intensive language course	A2-B1	60	4	140 €
French intensive language course	A2-B1	60	4	140 €
Polish Hannover-Poznan intensive language course	A1	90	5	60 €
DAAD language test	A2-B2	0,5	-	20 €
onDaF placement test	All	0,8	-	20 €
Exam preparation language course	B2/C1	40	3	180€

3) Payment

(3.1) Where courses are to be funded privately, participants should pay the determined fee in full by the 20th of the month prior. A paying-in slip should be submitted to the FSZ office. An exception may be made for participants of civil engineering or horticulture, who do not arrive in Germany by the 20th of the month prior to course commencement. In this case, the fee may be paid by the third working-day after course commencement.

(3.2) For participants of the Polish intensive language course there is a selection process, in which candidates must confirm their participation on the course within a two-week period. Within this period the fee should be paid in full and a paying-in slip should be submitted to the FSZ office.

(3.3) For all other courses fees should be paid in full four days prior to course commencement at the latest and a paying-in slip should be submitted to the FSZ office. Without payment registration cannot be successfully completed.

(3.4) In justified, individual cases, a participant may be permitted to pay a part-payment or instalments. Instalment amounts and deadlines must be agreed in writing. Fees must, in any case, be paid in full by course commencement.

4) Cancellation

(4.1) Every course requires a minimum number of participants. Fees will be refunded in full should this number not be achieved.

(4.2) Should participants confirm course or exam places, which were acquired via the waiting list, a refunds will not be made in the case of non-attendance or cancellation.

(4.3) Any cancellations or course transfers made before the closing date for applications will incur a fee of 30€. The same applies for the Polish intensive language course, if such actions are taken before the stipulated confirmation deadline. Refunds will not be made for cancellations occurring after the closing date for applications (or confirmation deadline). In serious cases, in which the participant is not responsible, a justified, written request for course transfer may be granted.

5) Certificates

(5.1) The FSZ provide certificates for all courses except for the DAAD language test and the DSH examination. A certificate of performance will be issued to participants who successfully pass exams. Those who fulfil the required level of attendance – as detailed in the Handbook for Students of the Centre for Applied Linguistics and Special Languages - will receive a certificate of attendance.

(5.2) In addition to course information and personal data, the certificate of performance also features a final grade, as well as the corresponding ECTS credits - see table in point (2.2). Whether and to what extent this grade and the awarded ECTS credits are recognised by the respective institution is, however, beyond the responsibility of the FSZ. It is suggested that participants enquire at the respective institution prior to applying for language courses.

(5.3) Successful DSH examination candidates will receive a certificate in accordance with the DSH regulating framework (RO-DT)².

(5.4) An additional certificate is issued for the Polish intensive language course, proving information on the project, as well as the candidate's performance.

(5.5) An administration fee of 10€ will be charged for the issue of duplicate DAAD language test certificates.

(5.6) An administration fee of 36€ will be charged for the issue of duplicate DSH examination certificates.

6) Applicability

This version of the guidelines regulating fees and payment is valid from the day subsequent to its date of issue in the Leibniz Universität Hannover bulletin.

² Rahmenordnung über Deutsche Sprachprüfungen für das Studium an deutschen Hochschulen.