



University of Jena · International Office · 07737 Jena

**This is a convenience translation of the German "Gebührenbescheid". In case of any differences in meaning, the German version shall prevail.**

**For all individual information,  
please see your personal letter**

Kontaktinformationen siehe Originalbescheid

Contact information see original letter

Jena, 22 February 2024

## Re-registration for the summer semester 2024

Dear student,

Unfortunately, you neither re-registered for the following semester within the binding re-registration period by 15 February 2024 (e.g. contribution/fees not paid or not paid in full), nor requested being removed from the register of students *and/or* did not fulfil the requirements to remove a given restriction (for example, submitting a missing certificate of health insurance or a pending change of a study programme because you lost the right to take examinations in your subject).

**We are therefore giving you another opportunity to re-register / fulfil the requirements to remove the restriction by 15 March 2024 at the latest.**

In addition, the University issues the following

### Late fee notice

1. Since you did not re-register for the summer semester 2024 by the deadline, you must pay a late fee amounting to €25.00.
2. This notice ceases to have effect (and you do **not** have to pay the late fee) if you submit written proof to the University of having fulfilled the requirements to remove a pending restriction in time, of having paid the semester contribution in due time—in the case of an additional obligation to pay long-term study fees, including proof of payment of such fees—or if you request being removed from the register of students before the beginning of the upcoming semester (by 31 March 2024, latest).

#### Reasons:

Pursuant to section 74 subsection 1 of the Thuringian Higher Education Act (*Thüringer Hochschulgesetz*, ThürHG) of 10 May 2018 (published in the journal of legal notices of the Free State of Thuringia, GVBl, p. 149), last amended by section 1 of the Act from 7 December 2022 (GVBl., p. 483), in conjunction with section 16 subsection 1 of the Matriculation Regulations of the University (*Immatrikulationsordnung*) of 16 September 2019 (*Verköndungsblatt*, no. 8/2019, p. 261), last amended on 8 December 2021 (*Verköndungsblatt* Uni Jena Nr. 11/2021, p. 317), every student must re-register within the deadline set and announced by Friedrich Schiller University Jena. For the winter semester 2024, the deadline of the re-registration period, within which you were able to properly re-register by transferring the semester contribution and fulfilling any other re-registration requirements, was set for 15 February 2024. You did not fulfil this requirement in time or otherwise not in accordance with the regulations.

Pursuant to section 7 subsection 4 of the Thuringian Higher Education Fees and Remunerations Act (*Thüringer Hochschulgebühren- und -entgeltgesetz*, ThürHGEG) of 21 December 2006, last amended by section 15 of the Act from 11 June 2020 (GVBl., p. 277, 284) in conjunction with section 2 subsection 2 of the General Fees Regulation of the University (*Allgemeine Gebührenordnung*) as of 1 August 2019 (*Verköndungsblatt*, no. 7/2019, p. 240), the University charges a late fee of €25.00 in case of a late registration. Since you re-register after the deadline, you are obliged to pay this late fee.



**Please note:**

If you transferred the full amount of €252.80 by 15 February 2024, it is possible that the transfer could not be automatically assigned to you. If applicable, it may be that any due long-term study fees (€252.80 + €500.00 = €752.80), were not paid in full. We therefore kindly ask you to provide us with written proof of payment (effective date), i.e. a copy of the bank statement. This would also allow for any errors in a reference code to be corrected. If the amount due was not debited from your bank account in due time and was thus transferred to our bank account too late or not at all, re-registration is only possible after the payment of the **late fee amounting to €25.00** set in this notification. **By 15 March 2024**, you must transfer **€277.80** to the University bank account (bank: Bundesbank Erfurt; IBAN: DE09 8200 0000 0083 0015 03; BIC: MARKDEF1820) providing the reference code **"241-student number-799 for Name, Given name"**. Please provide the reference code as stated above so that your payment can be allocated correctly. If you could not re-register because you had not provided a proof for removing the restriction (e.g. difficulties with health insurance), you may be obliged to pay the late fee even if you paid the semester contribution, since a re-registration in accordance with the regulations was not possible.

If you paid the sum of €252.80 **after** 15 February 2024, please only transfer the late fee stated above, i.e. €25.00, providing the afore-mentioned reference code. The money must be credited to the University's bank account by the specified date (15 March 2024) at the latest. Once the payment has been received and you have provided proof in the form of **copies of bank statements**, you will be re-registered and can then re-validate of your student card *thoska*. If you are not able to validate your *thoska* within two weeks after the transfer **and submission of the supporting documents**, please contact the student data administration.

If you want to be removed from the register of students on 31 March 2024 (**e.g. after the end of your studies**), please request the removal using the provided form by 15 March 2024. The form is available at: <https://www.uni-jena.de/en/termination-of-enrolment> Please note that a **certificate of removal from the register of students** ('Exmatrikulationsbescheinigung') is issued upon request; this certificate may be necessary, among other things, as a proof of your studies.

If you have not transferred the semester contribution / the late fee and, if applicable, the long-term study fee (if you have been notified that you are obliged to pay the fee) by 15 March 2024 and you have not requested a removal from the register of students or have still not fulfilled the requirements for removing a restriction preventing a re-registration, we would like to notify you that the requirements for enrolment at the University will no longer be met. As a result, you will be removed from the register of students ex officio in accordance with section 75 subsection 2 ThürHG. With this in regard, this notice is also considered a **hearing** as defined by the Act on Administrative Procedures (*Verwaltungsverfahrensgesetz, VwVfG*).

**In cases of doubt, please contact us via Service Desk [www.uni-jena.de/service-ssz](http://www.uni-jena.de/service-ssz) or [www.uni-jena.de/service-wtb](http://www.uni-jena.de/service-wtb).**

Legal remedies:

You have the right to appeal against this notice within one month after the issue date. You must do so in writing or orally on the record at Friedrich Schiller University Jena, Head of the Student Service Centre/ International Office, Fürstengraben 1, 07743 Jena, Germany.

Please note:

In accordance with section 80 subsection 2 sentence 1(1) of the Code of Administrative Court Procedure (*Verwaltungsgerichtsordnung, VwGO*), filing an appeal shall not suspend the obligation to pay the fees, i.e. you must pay the fees in any case. Please also bear in mind that filing an appeal may result in additional costs. Administrative costs may be charged for a negative decision on the appeal, but also if the appeal is withdrawn or settled in another way, as well as for postage.

Yours sincerely,

pp.

**Student Service  
Centre/International Office**

This letter was generated electronically and is valid without a signature!

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