

## Guidelines on Fees

As applicable from 1<sup>st</sup> February 2024

### Preamble

The fees described in this document apply to all Foundation Program, Undergraduate, Graduate and Postgraduate students of Modul University Vienna, unless otherwise specified in the sections below. Tuition fees and all other fees presented in this document are quoted in the Euro currency (EUR / €) and are subject to review every semester. The fee schedule published on [www.modul.ac.at](http://www.modul.ac.at) may be subject to change without advance notice.

### § 1 Overview of fees

#### (1) Tuition Fees & Other fees – overview

Level	Program	No. of semesters (standard duration)	ECTS credits	Tuition fee per semester <sup>1</sup> (EUR)	Other fees (EUR)												
					Application fee <sup>2</sup>	Course retake fee (per ECTS for failed courses)	Thesis resubmission fee	Late course registration / change / cancellation fee <sup>3</sup>	Finance hold release fee <sup>4</sup>	Extra ECTS credit fee	Study extension fee	Change of study program <sup>5</sup>	Readmission to a study program	Thesis supervision agreement termination fee	Graduation ceremony extra guest fee <sup>6</sup>	Document fee <sup>7</sup>	Student union membership fee per semester <sup>8</sup>
Foundation Program (FP) <sup>9</sup>	FP Business	1	- <sup>10</sup>	7,630	100	250	Not applicable.	Not applicable.	150	Not applicable.	Not applicable.	750 <sup>11</sup> admin fee	1,500 admin fee + course retake fee	Not applicable.	Not applicable.	20	Not applicable.
	FP Tech	1	-	7,630													
	FP without Business Communication	1	-	3,810													
	FP Mathematics only	-	-	1,270													
	FP without high school certificate, with entrance exam	1	-	8,350													
Undergraduate	BBA in Tourism and Hospitality Management <sup>12</sup>	6	180	7,740	100	250	1.500	150	150	250 <sup>13</sup>	1,500	1,500 admin fee + potential ECTS fee	1,500 admin fee + course retake fee	1,500	100	20	22.7
	BBA in Tourism, Hotel Management and Operations <sup>14</sup>	8	240	8,080													
	BPr <sup>15</sup>	6	180	10,635													
	BSc in International Management	6	180	7,740													
	BSc in International Management with Professional Experience	7	210	7,320													
	BSc in Applied Data Science	6	180	7,740													

<sup>1</sup> Tuition fee is payable for each semester for the standard duration of the study program. Tuition fees and Other fees are subject to indexation based on the Austrian Consumer Price Index 2020. Aside from the regular indexation, Modul University reserves the right to adjust fees on an ad-hoc basis subject to the limitations provided in the individual study contracts. Reduction, grants, payment discounts (see below & <https://www.modul.ac.at/> for special offers), student union fees are excluded.

<sup>2</sup> Application fee will be deducted from the first tuition fee instalment for all accepted candidates.

<sup>3</sup> Charged per course affected.

<sup>4</sup> Charged automatically to students put on finance hold.

<sup>5</sup> Fee not applicable in case a student switched from the BSc in International Management study program to the BSc in International Management with Professional Experience study program.

<sup>6</sup> Two guests and children under the age of 10 will be permitted free entry. A fee will apply to each additional guest attending the graduation ceremony.

<sup>7</sup> Standard fee per document request on behalf of former students. Postal / courier fees incurred by MU are to be charged additionally.

<sup>8</sup> Fees are updated regularly by ÖH and are presented herein for information purposes only. MU will always charge the current rates to students. In case of discrepancies between this document and ÖH's website (<https://www.oeh.ac.at/service/oeh-beitrag/>), the fees published on ÖH's website shall prevail.

<sup>9</sup> Fees listed in the Foundation Program section apply to stand-alone Foundation Program students as well as students required to take Foundation Program courses as a prerequisite to start their undergraduate study program. Same fees apply regardless of the chosen teaching format (classroom or online).

<sup>10</sup> Credits earned in the Foundation Program do not qualify as ECTS credits. The credit value of FP courses is used in Modul University's internal information systems only. The internal credit value of the respective programs are: FP Business & FP Tech: 30, FP wo Business Comm: 15, FP Mathematics only: 5.

<sup>11</sup> FP student switching to a different undergraduate study program in the course of the FP.

<sup>12</sup> A tuition fee surcharge in value of two additional semesters' tuition applies for students choosing the Hong Kong Polytechnic University mobility program.

<sup>13</sup> Fee for additional curriculum options (112 BBA 2013 / 113 BBA 2013): 600 EUR.

<sup>14</sup> A surcharge of 3,200 EUR applies for students doing their practical year at the New York City College of Technology.

<sup>15</sup> Maximum fee for UNA (1 semester, 30 ECTS): 20,310 EUR + MU fee for 5 semesters (150 ECTS): 300 EUR per semester plus 280 EUR per ECTS (= 43,500 EUR). The prices for the UNA modules are available on <https://www.oehv.at/campus/ueber-den-oehv-campus/>. Reductions are possible for ÖHV members and applicants who apply for credit transfer for knowledge gained by previous academic or professional learnings.

<sup>16</sup> Service fee, different rules apply.

Level	Program	No. of semesters (standard duration)	ECTS credits	Tuition fee per semester <sup>17</sup> (EUR)	Other fees (EUR)												
					Application fee <sup>18</sup>	Course retake fee (per ECTS for failed courses)	Thesis resubmission fee	Late course registration / change / cancellation fee <sup>19</sup>	Finance hold release fee <sup>20</sup>	Extra ECTS credit fee	Study extension fee	Change of study program <sup>21</sup>	Readmission to a study program	Thesis supervision agreement termination fee	Graduation ceremony extra guest fee <sup>22</sup>	Document fee <sup>23</sup>	Student union membership fee per semester <sup>24</sup>
Graduate	MSc in Management	4	120	5,810	100	250	1,500	150 <sup>25</sup>	150	250	1,500	1,500 admin fee + potential ECTS fee	1,500 admin fee + course retake fee	1,500	100	20	22.7
	MSc in International Tourism Management	4	120	5,810													
	MSc in Sustainable Development, Management and Policy	4	120	5,810													
	MBA	3	90	10,140							750						
Postgraduate	PhD	8	240	6,850	100	250	1,500	150	150	250	1,500	Not applicable.	1,500 admin fee + course retake fee	1,500	100	20	22.7

<sup>17</sup> Tuition fee is payable for each semester for the standard duration of the study program. Tuition fees and Other fees are subject to indexation based on the Austrian Consumer Price Index 2020. Aside from the regular indexation, Modul University reserves the right to adjust fees on an ad-hoc basis subject to the limitations provided in the individual study contracts. Reduction, grants, payment discounts (see below & <https://www.modul.ac.at/> for special offers), student union fees are excluded.

<sup>18</sup> Application fee will be deducted from the first tuition fee instalment for all accepted candidates.

<sup>19</sup> Charged per course affected.

<sup>20</sup> Charged automatically to students put on finance hold.

<sup>21</sup> Fee not applicable in case a student switched from the BSc in International Management study program to the BSc in International Management with Professional Experience study program.

<sup>22</sup> Two guests and children under the age of 10 will be permitted free entry. A fee will apply to each additional guest attending the graduation ceremony.

<sup>23</sup> Standard fee per document request on behalf of former students. Postal / courier fees incurred by MU are to be charged additionally.

<sup>24</sup> Fees are updated regularly by ÖH and are presented herein for information purposes only. MU will always charge the current rates to students. In case of discrepancies between this document and ÖH's website (<https://www.oeh.ac.at/service/oeh-beitrag/>), the fees published on ÖH's website shall prevail.

<sup>25</sup> A reduced Late course registration / change / cancellation fee of 50 EUR applies to 2-day blocked MBA/MSc courses if the request is notified to the Academic Office at least 14 calendar days before the course's start date.

## (2) Tuition fee payment models

(a) Four tuition fee payment models are offered with different payment frequencies and payment discounts. New students are contacted by the Student Accounts team for information on the desired payment model. By default, the payment frequency selected for the first tuition fee instalment is applied for the full term of the respective study program, e.g. to all subsequent payments. Change requests concerning the payment frequency need to be notified to the Student Accounts team. For further enquiries about your tuition payment options at any later stage of your studies, please consult the Student Accounts team.

	Full program payment	Academic year payment	Semester payment	Instalment payment
Payment frequency	One-off	Every 2 semesters	Every semester	5 instalments per semester, 20% each (default) <ul style="list-style-type: none"> <li>not available for the first semester</li> <li>students opting for this model need to prepay the upcoming semester before semester start</li> </ul>
Payment discount and tuition fee indexation <sup>26</sup>	<ul style="list-style-type: none"> <li>3% discount on full study program tuition fee</li> <li>No tuition fee indexation</li> </ul>	<ul style="list-style-type: none"> <li>1.5% discount on academic year tuition fee</li> <li>Tuition fee indexed every academic year</li> </ul>	<ul style="list-style-type: none"> <li>Tuition fee indexed every semester</li> </ul>	<ul style="list-style-type: none"> <li>Tuition fee indexed every semester</li> </ul>
First tuition fee payment deadline	<ul style="list-style-type: none"> <li>General rule: applicants offered a place in any study program shall return the signed study contract within 14 calendar days from the offer letter date to secure their place, but in any case, no later than the applicable first tuition fee payment deadline. Invoices issued for the first tuition fee are due in 7 calendar days but in any case, no later than applicable first tuition fee payment deadline.</li> <li>Students subject to visa requirements shall respect the below application and payment deadlines to leave sufficient time to complete the visa application procedure. In case of delayed payments MU reserves the right to defer applicants and admitted students to the next application period / semester intake respectively. <ul style="list-style-type: none"> <li>For Fall Semester admission (from Fall 2024): <ul style="list-style-type: none"> <li>Application deadline: 1<sup>st</sup> April</li> <li>First tuition fee payment deadline: 1<sup>st</sup> May</li> </ul> </li> </ul> </li> </ul>			

<sup>26</sup> For BBA in Tourism and Hotel Management students choosing to study one year at the New York City College of Technology: The tuition fee for the year at the NY City College has to be paid in full in advance according to the regular payment schedule. Students starting in the Spring intake cannot pay their first tuition fee as an academic year tuition payment. No payment discount applies for the year at the NY City College in case of an annual payment. In case of a full program payment, the respective payment discount applies.

	Full program payment	Academic year payment	Semester payment	Instalment payment			
	<ul style="list-style-type: none"> <li>○ For Spring Semester admission (from Spring 2025): <ul style="list-style-type: none"> <li>▪ Application deadline: 1<sup>st</sup> September</li> <li>▪ First tuition fee payment deadline: 1<sup>st</sup> October</li> </ul> </li> <li>• For third country nationals eligible for 90-day visa free in the Schengen Zone, but requiring “Student” Residence Permit: <ul style="list-style-type: none"> <li>○ For Fall Semester admission: <ul style="list-style-type: none"> <li>▪ Application deadline: 1<sup>st</sup> July</li> <li>▪ First tuition fee deadline: 1<sup>st</sup> August</li> </ul> </li> <li>○ For Spring Semester admission: <ul style="list-style-type: none"> <li>▪ Application deadline: 1<sup>st</sup> December</li> <li>▪ First tuition fee deadline: 1<sup>st</sup> January</li> </ul> </li> </ul> </li> </ul>						
<b>Subsequent payment deadlines</b>	Not applicable	<i>Fall semester</i>	<i>Spring semester</i>	<i>Fall semester</i>	<i>Spring semester</i>	<i>Fall semester</i>	<i>Spring semester</i>
		July 15 <sup>th</sup>	December 15 <sup>th</sup>	July 15 <sup>th</sup>	December 15 <sup>th</sup>	April 15 <sup>th</sup>	September 15 <sup>th</sup>
						May 15 <sup>th</sup>	October 15 <sup>th</sup>
						June 15 <sup>th</sup>	November 15 <sup>th</sup>
						July 15 <sup>th</sup>	December 15 <sup>th</sup>
						August 15 <sup>th</sup>	January 15 <sup>th</sup>

(b) Students who opt for the Academic year or the Semester payment model concerning any subsequent payments are eligible for a 100 EUR early payment bonus; to be provided in form of a credit to the students’ account balance at MU (deductible from any future payments falling due), subject to the below conditions:

1. have no overdue payments (are not on finance hold) at the time of making the concerned subsequent payment;
2. cause the concerned subsequent payment to be credited to Modul University’s account at least 30 days before the relevant due date (by no later than June 15<sup>th</sup> in case of Fall semester payments and by no later than November 15<sup>th</sup> in case of Spring semester payments).

### (3) Reductions and grants

- (a) Reductions and grants are only applied at the point of admission.
- (b) Reductions are applied by the Admissions team. Grants are decided by the Deans.
- (c) For the sake of completeness, merit scholarships for enrolled students based on academic performance are distributed by the Scholarship Committee and are not available to students at the time of admission. For details and eligibility criteria please consult Modul University's website (<https://www.modul.ac.at/student-life/academic-services/scholarships-for-current-students>).
- (d) As a general rule, reductions and grants can be combined, subject to the restrictions provided below. In any case, a student cannot benefit from more than one reduction and one grant.

	Eligible study programs <sup>27</sup>	Name	% or € amount	Additional information
<b>Reductions</b>	All Undergraduate	European High School Reduction	3%	
	All Undergraduate	IB Diploma Reduction	5%	
	All study programs	Siblings Reduction	10% for following siblings	
	All study programs	MU Staff Family Member Reduction	30%	
<b>Grants</b>	All study programs	Merit Grant	10%	
	All study programs	Exchange Alumni Grant	8%	Valid for all students that completed an exchange at MU in the previous 2 academic years before application
	BBA THM, BBA THO	Austrian Tourism Grant <sup>28</sup>	25%	Eligible candidates shall hold a valid residence permit in Austria OR have relevant work experience OR hold an Austrian high school diploma

<sup>27</sup> For students of the BBA in Tourism and Hotel Management who go for one year of their study program to the NY City College: Reductions and grants awarded at the point of admissions are not applicable for the tuition fee of the year at the NY City College, but only for the tuition fees of the three years spent at Modul University Vienna.

<sup>28</sup> The Austrian Tourism Grant is not applicable for the students of the BBA in Tourism, Hotel Management and Operations program deciding to participate in the New York City College of Technology mobility option.

	Eligible study programs <sup>27</sup>	Name	% or € amount	Additional information
	MSc, MBA, PhD study programs	MU Alumni Grant	GPA dependent	GPA>95%: 40% of tuition GPA>90%: 35% of tuition GPA>85%: 30% of tuition GPA>80%: 25% of tuition GPA>70%: 15% of tuition GPA<70%: 10% of tuition
	PhD	Next Generation Grant	50 or 75%	Quality of research proposal

### § 3 Credit transfer benefit

- (1) External credit transfer benefit: In accordance with MU's Examination Regulations and Student Code of Conduct § 2, MU deducts 150 EUR per ECTS for external course credit transfers.

### § 4 Course fees (modular fees) applicable to external students

- (1) Course fee applicable to external students: External students attending selected courses at MU will be charged at the following rates for course participation:
- Undergraduate, Master of Science and PhD study programs: 300 EUR per ECTS;
  - Master of Business Administration: 1,500 EUR per course (without final assessment and transcript); 1,800 EUR per course (with final assessment and transcript).
- (2) Course fee applicable to external students shall be charged before course registration opens with a due date of one calendar day before the first day of the course registration period.

### § 5 Other fees applicable to all applications and study contracts – detailed terms

This section provides the terms of each fee presented in § 1 and collectively called as Other fees. As a general rule, the exact charges are published under § 1.

#### Application fee

- (1) Application fee: Candidates will be charged an application fee for processing their application. The application fee will be deducted from the first tuition fee instalment for all accepted candidates. For those who choose to decline a study offer or rescind their application, the fee is non-refundable.
- (2) The application fee is charged in the course of the application process and is due immediately.

## Retake fees

- (1) Course retake fee: If a course, or its equivalent is repeated, a retake fee shall apply.
- (2) Thesis resubmission fee: Students required to resubmit their thesis are subject to a thesis resubmission fee.
- (3) Retake fees are charged once grades are available in MU's internal information systems, with a due date of one calendar day before the opening of the upcoming course registration period.

## Late course registration / change / cancellation fees

- (1) Students who will not have paid their tuition fees by the opening of course registration (and are put on finance hold as a consequence) will not be able to register for courses until the finance hold is released from their user account. Once finance hold is released, students will be able to register for courses. However, students will not be guaranteed registration in the desired courses and depending on the timing of their release may need to be registered manually by authorised Modul University staff. In such cases a separate finance hold release fee applies.
- (2) Late course registration fee: A fee applies for course registrations that have to be done manually by authorized Modul University staff on behalf of students who otherwise had a window of opportunity to register themselves for courses in the regular course registration period but did not manage to complete their registration by the provided deadline. The fee applies per course.
- (3) Late course change fee: A fee applies for course registration changes made after the official course registration period has ended. The fee applies per change.
- (4) Late course cancellation fee: If approved by the Dean of the respective study program via special consideration, cancellations of regular semester courses that occur after the official and, if available, the extended registration period, incur a fee. The Dean of the respective study program might decide on a fee waiver if the student is facing exceptional circumstances. If approved by the Dean of the respective study program via special consideration, cancellations of blocked MBA/MSc enrichment courses requested within two weeks of the commencement of the course also trigger a late course cancellation fee.
- (5) The Dean of the respective study program might decide on a fee waiver if the student is facing exceptional circumstances.
- (6) Late requests concerning blocked MBA or MSc enrichment courses can be processed by the Academic Office without requiring an approval via special consideration from the

respective Dean, subject to the request being notified at least 14 calendar days prior to the start date of the concerned course. A reduced fee applies to such requests.

- (7) The Master Thesis Tutorial II course is exempt from any cancellation fees.
- (8) Late course registration / change / cancellation fees are charged for services provided by authorized MU staff based on student request with a due date of 7 calendar days. However, the requested changes cannot be implemented until Student Accounting confirms the receipt of the payment or sufficient proof thereof to the Academic Office.

### **Finance hold release fee**

- (1) The enrollment status of students having overdue payments resulting from the fees listed in this document will automatically be changed to “finance hold” in MU’s internal information systems on a rolling basis. Students with an overdue balance of less than 50 EUR shall be exempt from this rule.
- (2) The access of students on finance hold will be suspended to course registration, to grades and to any official documents / academic transcripts in MU’s information systems until their overdue balance is settled. Furthermore, MU will stop issuing any physical documents to affected students.
- (3) Finance hold release fee: A fee will apply to students for manually reactivating their access to MU’s information systems as a consequence of being put on finance hold.
- (4) Finance hold release fee is charged when a student’s enrollment status is switched to finance hold. The fee is immediately due. Finance hold can only be released by authorized MU staff (Student Accounts team) subject to the settlement of the respective student’s all overdue payments and the finance hold release fee.

### **Extra ECTS credit fees**

- (1) Extra ECTS credit fee: A fee applies to any ECTS credits acquired in excess of the required number of ECTS of the concerned study program if the student participated in an extra course or voluntarily repeated a course. The fee for extra ECTS is applicable to students enrolled in any degree program at MU. A 50% reduced extra ECTS credit fee is also charged for participating in courses required for admission to an MSc or PhD program (‘prerequisite courses’).
- (2) The fee for extra ECTS does not apply to students that complete more ECTS than foreseen for the BBA or BSc study program in which they are enrolled because of the BBA or BSc specialization.
- (3) The MSc prerequisite exam is free.



- (4) Extra ECTS credit fee is charged when the student registers for a course subject to the payment of an Extra ECTS credit fee. The Extra ECTS credit fee is charged for services provided by authorized MU staff based on student request and with a due date of 7 calendar days. However, the requested changes cannot be implemented until Student Accounting confirms the receipt of the payment or sufficient proof thereof to the Academic Office.

### **Study extension fee**

- (1) Study extension fee: A fee applies every semester if a student exceeds the minimum duration of the study program plus one additional grace semester. For students in the MBA program, the study extension fee is reduced by 50%. For students in the Bachelor Professional degree program (BPr), the study extension fee is replaced by the service fee and no grace semester is considered. Periods of leave are exempted from this rule.
- (2) The standard duration of MU's study programs is provided in the "Tuition Fees & Other fees – overview" section.
- (3) Exceptions to this rule may be granted by applying for special consideration to the Dean of the respective study program within four weeks after semester start in the semester where the study extension fee applies. Reasons for making exceptions may include the following:
  - a. extenuating circumstances when approved by the Inclusion & Diversity Committee (e.g., in case of learning deficits);
  - b. childcare: care for children up to seven years/school entry age living in the same household as the student (Proof: student's and child's "Meldezettel", child's birth certificate).
  - c. pregnancy: at least two months during the semester (Proof: confirmation by a medical specialist)
  - d. curriculum completed but graduation checklist not submitted yet;
  - e. prerequisite courses that prolong the required MSc or PhD for study duration;
  - f. internship cannot be completed for reasons beyond the student's control.
- (4) This fee only applies to students starting a new study program in or after the Spring semester 2017.
- (5) Rules on the study extension fee for employees of MU enrolled in an MU degree program are outlined in the Labor Regulations.

- (6) Study extension fee is charged for the first time once the student's grace semester has been consumed. The fee is charged at least 7 calendar days before the opening date of the course registration period of the upcoming semester and is due on the day directly preceding the opening date of course registration.
- (7) Students successfully graduating by the end of the fourth week (date of the last exam) of a semester for which they have paid a Study extension fee are eligible for a full refund of the paid Study extension fee. Students need to submit an application to receive the refund.

### **Change of study program fees**

- (1) Study program change administrative fee: An administrative fee applies to students changing study programs. This administrative fee does not apply when a student switches from the BSc in International Management to the BSc in International Management with Professional Experience. The administrative fee shall be reduced by 50% for students changing (undergraduate) study programs if they are enrolled in the Foundation Program at the time of submitting the request.
- (2) Study program change ECTS fee: In addition to (1), an ECTS fee for all open ECTS in the transferred program will be charged to students switching to a study program with shorter standard duration than their current study program. The value of one ECTS is calculated based on the current tuition fee charged for the full study program and divided by the number of total ECTS of the study program. No ECTS fee shall be charged to Foundation Program students submitting a request to change their undergraduate study program before the completing of their Foundation Program studies.
- (3) Already paid and consumed non-transferable courses (positive and negative assessments) will not be reimbursed.
- (4) If the request for changing study programs is submitted before the end of the first semester of studies, then the tuition fee at the moment of admission shall be considered. Otherwise, the current tuition fees shall be considered.
- (5) Change of study program fees are charged when the student's request is approved by the respective Dean. Change of study program fees are charged for services provided by authorized MU staff based on student request and are due immediately.

### **Readmission fees to a study program**

- (1) Readmission administrative fee: Former students applying for readmission to a study program will be charged an administrative fee.

- (2) Readmission ECTS fee: Additionally, an ECTS fee for all outstanding ECTS necessary to complete the study program will be charged. The value of one ECTS is calculated based on the current tuition fee and divided by the number of total ECTS of the study program.
- (3) The sum of the calculated ECTS fee and the previously paid tuition fee cannot be less than the current total tuition fee of the study program.
- (4) Students requesting a readmission must reapply. Neither grants nor reductions shall be considered in calculating the payable readmission fees.
- (5) Readmission fees are charged upon receiving the reapplication request with a due date of 7 calendar days.

#### **Thesis supervision agreement termination fee**

- (1) Thesis supervision agreement termination fee: An administrative fee applied to whose thesis supervision agreement has been terminated. A signed thesis supervision agreement may be terminated by the supervisee or the supervisor.
  - a. A supervisor may terminate a signed thesis supervision agreement if it is determined that no substantial progress has been made and/or if a student fails to comply with the deadlines set out by the supervisor.
  - b. A supervisee may terminate a signed thesis supervision agreement at any time and for any reason. Fees are charged if the termination occurred after the submission of the research proposal.
- (2) Thesis supervision agreement termination fee is charged upon receiving the notice of termination with a due date of 7 calendar days.

#### **Graduation ceremony extra guest fee**

- (1) Two guests and children under the age of 10 will be permitted free entry. A fee will apply to each additional guest attending the graduation ceremony.
- (2) No refund will be made to guests who paid for the entrance and are not able to attend the ceremony, however, another person may take a registered guest's space.

#### **Document fees**

- (1) Document fee: The university charges a fee for academic transcripts, diploma supplements and diploma copies when issued on behalf of former students.
- (2) Posting of transcripts, diploma supplements and original customized letters is free of charge within Austria (regular mail). All documents sent abroad (Europe and overseas) are

subject to an additional postal fee of 15 EUR (priority registered). Documents sent via courier will bear additional charges depending on the country of destination and are provided upon request.

- (3) Graduation documents and copies thereof are only sent via registered mail (Austria) or courier (Europe and overseas) if not picked up in person. Graduation documents sent via courier will bear additional charges depending on the country of destination and are provided upon request.
- (4) Document fees are charged for services provided by authorized MU staff based on student request with a due date of 7 calendar days. However, the requested documents cannot be issued until Student Accounting confirms the receipt of the payment or sufficient proof thereof to the Academic Office.

#### **Student union membership fee (per semester)**

- (1) Student union fee: As per the Austrian Student Union Law (HSG 2014 § 1 (1) lit. 4), every student in Austria is automatically a member of the student union and required to pay a membership fee every semester. The government announces the amount of the membership fee every semester in advance and the fee must be paid in addition to the tuition fee. More information can be found here: <http://www.oeh.ac.at/service/oeh-beitrag>.
- (2) Student union membership fees are charged to students eligible for student union membership, together with the tuition fee, in line with the chosen payment frequency (excl. instalment payment option – payable with the first instalment). Due dates match tuition fee due dates.

#### **§ 6 Miscellaneous**

##### **Fee waivers**

- (1) A Fee Waiver Form must be submitted to the Academic Office in order for a student to request any fees to be waived. The approval of the fee waiver request is at the discretion of the Dean of the respective study program and is subject to an individual assessment based on the circumstances disclosed in the request.
- (2) It is not possible to apply for a fee waiver after the payment deadline has passed.

##### **Late payment interest**

- (1) The University reserves the right to charge interest on overdue fees in the amount of 8% per annum on any outstanding amounts.

### **Indexation of Tuition fees and Other fees**

- (1) Tuition fees and Other fees are adjusted on a semesterly basis at the latest by the end of January and June.

*University Board*  
*31<sup>st</sup> January 2024*