

## Schedule of Fees

### Schedule of fees for the Volkshochschule (VHS) / Community College.

University City of Gießen, dated 11.12.1987 <sup>1)</sup>

#### § 1

##### Collection of Fees <sup>3)</sup>

For participation in all courses / events of the VHS, unless free of charge, fees will be collected according to the provisions of these statutes.

#### § 2

##### Amount of Fees <sup>2), 3), 4), 5), 6)</sup>

- (1) Fees for courses and seminars will be calculated based on the number of teaching units (duration 45 minutes), and the total amount rounded to a reference to one Euro decimal.
- (2) The amount of fees for participation in courses and seminars is staggered by the number of each of those courses subject to fees and per teaching units.
  1. Minimum 9 registered attendants:
    - a) Standard fee and course "German as a foreign language" (self payers) € 3.25
    - b) IT courses and educational leave € 4.00
  2. 6 to 8 registered attendants:
    - a) Standard fee and course "German as a foreign language" (self payers) € 5.00
    - b) IT courses and educational leave € 6.50

The amount of the course fee is stated in the announcement of the course, or specified in the valid semester plan.

- (3) For courses as special measures (e.g. closed events, courses, events in cooperation with third parties respectively) that require special expenses or that allow only a low occupancy, the course fee can deviate from § 2, to ten fold the amount of the normal fees.
- (4) For additional expenses (e.g. learning resources, material, use of devices, room rental, GEMA, VG Wort, Software in IT-courses), surcharge of € 0.10 to € 2.00 per teaching unit (in individual cases, per course from € 5.00 to € 100.00) will be charged.
- (5) For the issuing of a certificate of attendance, processing fee will be charged.
  - a) The amount of € 2.50 per certificate of attendance from the last 10 years.

- b) The amount of € 10.00 per certificate from semesters more than 10 years ago.
- (6) For examinations that the VHS carries out on behalf of the Hessian Adult Education Association or other institutions, fees from € 20.00 to € 500.00 will be charged, according to the amount to be paid by the VHS.
- (7) The amount of fees for the participation of individual events (e.g. lectures) is € 5.00 in normal cases for 2 teaching units. In individual cases, depending on the size and expense of the event, it can sum up to the amount of € 15.00. The amount of fees will be stated at the announcement of the event.
- (8) The fees for study trips (day trip) is € 30.00 to € 240.00, for study trips (multi-day) € 90.00 to € 500.00 per day. The amount will be stated at the announcement of the event.
- (9) If a fee is incurred for an activity subject to VAT, it will be increased by the applicable VAT rate.

#### § 3

##### Subject to fees

##### Origin and due date of the fees <sup>3), 5), 6)</sup>

- (1) All participants are subject to fees for events of the VHS, unless the event is free of charge.
- (2) Subject to fee arises
  - a) Upon registration for courses, seminars, or in case of no registration, on attending the course twice.
  - b) At individual events, by participation
- (3) Subject to fee is omitted if a registration is withdrawn in written form to the VHS office, before the registration deadline as given in the semester plan or before the start of the course (if no registration deadline given). Re-registrations to another course that can likewise be done only at the VHS office do not lead to the cancellation of the fee obligation.
- (4) Fees are due
  - a) For courses and seminars 4 weeks after start, and for non-registered participants, according to Schedule of Fees § 2.
  - b) At individual events, upon registration and attendance respectively.
- (5) For study trips, the down payment due upon registration is to be paid. The remaining amount is due latest by 2 weeks prior to the trip. The VHS can determine earlier due dates taking its own payment obligations in account, even for partial amount.

## § 4

### Events free of charge, Reduction of fees and Exemptions<sup>3),4),5),6)</sup>

- (1) Expenses of courses and examinations that are covered by special subsidies are free of charge.
- (2) Individual events for special target groups and events in collaboration with clubs or miscellaneous organisations can be carried out free of charge or be reduced.
- (3) Proof for the 20% reduction of fees to be paid in accordance with § 2 paragraph 2 by minors, pupils, trainees, students, apprentices, military and community service, recipient of social welfare benefit or ALG II, recipient of help for livelihood in old age, reduced earning capacity according to SGB XII, severely disabled people or equivalent, volunteers or youth leader cardholders is to be asserted upon registration, or latest within a week after registration. Surcharges for additional expenses is not included in the reduction.
- (4) At individual events, attendants mentioned in § 3 will get a reduction that comes closest to a third in full Euro.
- (5) The reduction rules remain unchanged that are determined by other statutes (e.g. Giessen-Pass).
- (6) Further, reduction of fees or respite can be granted, in consideration of the special economic situation of the participant, or reasons of equity that appears necessary.

## § 5

### Refund of Fees<sup>3),4),5),6)</sup>

The attendance fee will be refunded

- (a) In full amount, if the announced event does not come about, or if according to § 3 paragraph 3, the subject to fees is omitted.
  - (b) A partial refund, due to reasons on the part of the VHS where courses are cancelled and cannot be repeated, or if the chargeable person cancels due to time change or due to change of contents of an ongoing course.
  - (c) A partial refund, if the chargeable person can show proof that he/she is forced to change residence, or due to long illness that he/she cannot attend the course. In this case, processing fee of € 2.50 will be charged.
- (2) Refund claims according to § 1 Letter c) is lapsed, if claim for refund is not made within 6 weeks after onset of inability.

(3) Cancellation of a study trip (day trip), after registration deadline, or by non-participation, the full amount will be withheld.

(4) On cancellation of a study trip (multi-day), independent of registration deadline, the incurred costs of the VHS and processing fee will be charged as follows:

- a) € 5.00 for a travel price up to € 500.00
- b) € 10.00 for a travel price up to € 1,000.00
- c) € 15.00 for a travel price up to € 1,000.00

## § 6

### To Come into Effect

These fee regulations came into effect on 01. January 1988. Simultaneously, all previous fee regulations became ineffective.

- 1) Published in the "Giessener Allgemeinen" and in the "Giessener Anzeiger" on 18.12.1987
- 2) § 2 amended by the 1st Statute to the Amendment of the Fee Schedule for the VHS, University City of Giessen, dated 21.08.1992 (published in the "Giessener Allgemeinen," and in the "Giessener Anzeiger" on 22.08.1992), by the 2nd Statute to the Amendment of the Fee Schedule for the VHS, Univ. City of Giessen, dated 11.07.1994 (published in the "Giessener Allgemeinen" and in the "Giessener Anzeiger" on 16.07.1994), by the 3rd Statute to the Amendment of the Fee Schedule for the VHS, Univ. City of Giessen, dated 17.07.1996 (published in the "Giessener Allgemeinen" and in the "Giessener Anzeiger" on 24.07.1996), by the 4th Statute to the Amendment of the Fee Schedule for the VHS, Univ. City of Giessen dated 05.11.1999 (published in the "Giessener Allgemeinen" and in the "Giessener Anzeiger" on 12.11.1999), and by the 5th Statute to the Amendment of the Fee Schedule of the VHS, Univ. City of Giessen, dated 15.03.2000 (published in the "Giessener Allgemeinen" and in the "Giessener Anzeiger" on 17.03.2000).
- 3) §§ 1, 2, 3, 4 and 5 amended by the 6th Statute to the Amendment of the Fee Schedule for the VHS, Univ. City of Giessen dated 19.06.2001 (published in the "Giessener Anzeiger" on 03.07.2001).
- 4) § 2 paragraph 1, paragraph 2 sentence 1, paragraph 4, 5, 6 and 7, paragraph 8 sentence 1 and 2, paragraph 9 sentence 1, § 4 paragraph 3, sentence 1 letter a,

paragraph 4 and § 5 paragraph 1 letter c and paragraph 4 amended by the 7th Statute to the Amendment of the Fee Schedule for the VHS, Univ. City of Giessen, dated 13.11.2008 (published in the "Giessener Allgemeinen" and in the "Giessener Anzeiger" on 13.12.2008).

- 5) § 2 paragraph 2 sentence 1, paragraph 3,5 and 7, § 3 paragraph 4, letter a, § 4 paragraph 3 sentence 1, paragraph 4 and § 5 paragraph 1, letter a,b and c amended by the 8th Statute to the Amendment of the Fee Schedule for the VHS, Univ. City of Giessen dated 16.05.2013 (published in the "Giessener Allgemeinen" and in the "Giessener Anzeiger" on 18.07.2013).
- 6) § 2 paragraph 2 sentence 1 no.1, § 2 paragraph 2 sentence 1 no.1, § 2 paragraph 2 sentence 1 no. 1 letter b, § 2 paragraph 2 no.1 letter c is deleted, § 2 paragraph 2 sentence 1 no.2, § 2 paragraph 2 sentence 1 no.2 letter a, § 2 paragraph 2 sentence 1 no.2 letter b, § 2 paragraph 2 sentence 1 no.2 letter c is deleted, § 2 paragraph 2 sentence 1 no.3 is deleted, § 2 paragraph 4 is deleted, paragraph 5-8 becomes paragraph 4-8, § 2 paragraph 7 sentence 1, after § 2 paragraph 8 new paragraph 9 attached, § 3 paragraph 4 letter a § 4 paragraph 1, § 4 paragraph 3 sentence 2, § 4 paragraph 3 sentence 3 becomes the indication, § 2 paragraph 5 per indication, § 2 paragraph 4 is replaced, § 5 paragraph 1, § 5 paragraph 1 letter b, § 5 paragraph 1 letter c amended by the 9th Statute to the Amendment of the Fee Schedule for the VHS, Univ. City of Giessen, dated 13.07.2023.

The amendment of the VHS Fee Regulations was announced in the Giessener Anzeiger and the Giessener Allgemeinen on 29.07.2023. The amendment to the statutes has therefore come into effect since 30.07.2023