

Guidelines on Fees
As applicable from 20th August 2024

Preamble

The fees described in this document apply to all Foundation Program, Undergraduate, Continuing Education, 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 reviewed every semester. The fee schedule published on 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 ¹ (EUR)	Other fees (EUR)													
					Application fee ²	Course retake fee (per ECTS for failed courses)	Thesis resubmission fee	Late course registration / change / cancellation fee ³	Finance hold release fee ⁴	Extra ECTS credit fee	Study extension fee	Change of study program ⁵	Readmission to a study program	Thesis supervision agreement termination fee	Graduation ceremony extra guest fee ⁶	Document fee ⁷	Student ID card fee ⁸	Student union membership fee per semester ⁹
Foundation Program (FP) ^{10,11}	FP Business	1	-. ¹²	8,000	100	265	Not applicable.	Not applicable.	150	Not applicable.	Not applicable.	750 ¹³ admin fee	1,500 admin fee + course retake fee	Not applicable.	Not applicable.	20	25	24.70
	FP Tech	1	-	8,000														
	FP without Business Communication	1	-	4,000														
	FP Mathematics only	-	-	1,500														
Undergraduate ¹¹	BBA in Tourism and Hospitality Management ¹⁴	6	180	8,000	100	265	1,500	150	150	265 ¹⁵	1,500	1,500 admin fee + potential ECTS fee	1,500 admin fee + course retake fee	1,500	100	20	25	24.70
	BBA in Tourism, Hotel Management and Operations ¹⁶	8	240	8,000														
	BSc in International Management	6	180	8,000														
	BSc in International Management with Professional Experience	7	210	7,700														
	BSc in Applied Data Science	6	180	8,000														
	BSc in Human Resources Management and Business Psychology ¹⁷	6	180	8,000														
	BSc in International Relations and Sustainability ¹⁷	6	180	8,000														

¹ 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.

² Application fee will be deducted from the first tuition fee installment for all accepted candidates.

³ Charged per course affected.

⁴ Charged automatically to students put on finance hold.

⁵ 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.

⁶ 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.

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

⁸ The Student ID card fee is non-refundable even in case of ordinary study contract termination.

⁹ 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.

¹⁰ 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).

¹¹ Depending on the chosen study program level, academic track record and English language certificates provided, candidates might be required to take and pass a Study entrance examination (Studienberechtigungsprüfung) or an MU English language test as a prerequisite to start their studies at MU. Both exams can exclusively be taken in Vienna, in person. The associated exam fees are: Study entrance examination (Studienberechtigungsprüfung) – 600 EUR, MU English language test – 250 EUR. Fees are payable together with the first tuition installment. For candidates potentially subject to any of the two exams, further information will be provided in the course of the admission process, following the analysis of the provided admission documents.

¹² 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.

¹³ FP student switching to a different undergraduate study program in the course of the FP.

¹⁴ A tuition fee surcharge in value of two additional semesters' tuition applies for students choosing the Hong Kong Polytechnic University mobility program.

¹⁵ Fee for additional curriculum options (112 BBA 2013 / 113 BBA 2013): 600 EUR.

¹⁶ A surcharge of 3,200 EUR applies for students doing their practical year at the New York City College of Technology.

¹⁷ Subject to accreditation, first planned intake: Fall 2025.

Level	Program	No. of semesters (standard duration)	ECTS credits	Tuition fee per semester ¹⁸ (EUR)	Other fees (EUR)													
					Application fee ¹⁹	Course retake fee (per ECTS for failed courses)	Thesis resubmission fee	Late course registration / change / cancellation fee ²⁰	Finance hold release fee ²¹	Extra ECTS credit fee	Study extension fee	Change of study program	Readmission to a study program	Thesis supervision agreement termination fee	Graduation ceremony extra guest fee ²²	Document fee ²³	Student ID card fee ²⁴	Student union membership fee per semester ²⁵
Continuing Education ²⁶	BA (CE) Marketing and New Media Technologies	6	180	8,000	100	265	1,500	150 ²⁷	150	265	1,500	1,500 admin fee + potential ECTS fee	1,500 admin fee + course retake fee	1,500	100	20	25	24.70
	BA (CE) Entrepreneurship, Innovation and Sustainability	6	180	8,000														
	BA (CE) Smart Service and Experience Design	6	180	8,000														
	BA (CE) Business Informatics	6	180	8,000														
	BPr ²⁸	6	180	10,635														
	MBA	3	90	10,500							300 ²⁹	750						
Graduate ²⁶	MSc in Management	4	120	6,000	100	265	1,500	150 ²⁷	150	265	1,500	1,500 admin fee + potential ECTS fee	1,500 admin fee + course retake fee	1,500	100	20	25	24.70
	MSc in International Tourism Management	4	120	6,000														
	MSc in Sustainable Development, Management and Policy	4	120	6,000														
	MSc in Data Science for Sustainability ³⁰	4	120	6,000														
Postgraduate ²⁶	PhD	8	240	7,000	100	265	1,500	150	150	265	1,500	Not applicable	1,500 admin fee + course retake fee	1,500	100	20	25	24.70

¹⁸ 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.

¹⁹ Application fee will be deducted from the first tuition fee installment for all accepted candidates.

²⁰ Charged per course affected.

²¹ Charged automatically to students put on finance hold.

²² 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.

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

²⁴ The Student ID card fee is non-refundable even in case of ordinary study contract termination.

²⁵ 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.

²⁶ Depending on the chosen study program level, academic track record and English language certificates provided, candidates might be required to take and pass a Study entrance examination (Studienberechtigungsprüfung) or an MU English language test as a prerequisite to start their studies at MU. Both exams can exclusively be taken in Vienna, in person. The associated exam fees are: Study entrance examination (Studienberechtigungsprüfung) – 600 EUR, MU English language test – 250 EUR. Fees are payable together with the first tuition installment. For candidates potentially subject to any of the two exams, further information will be provided in the course of the admission process, following the analysis of the provided admission documents.

²⁷ 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.

²⁸ 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.

²⁹ Service fee, different rules apply.

³⁰ Subject to accreditation, first planned intake: Fall 2025.

(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 installment is applied for the full term of the respective study program. Change requests concerning the payment frequency need to be notified to the Student Accounts team. For further enquiries about tuition payment options at any later stage of the studies, please consult the Student Accounts team.

	Full program payment	Academic year payment	Semester payment	Installment payment
Payment frequency	One-off	Every 2 semesters	Every semester	5 installments per semester, 20% each (default) <ul style="list-style-type: none"> not available for the first semester students opting for this model need to prepay the upcoming semester before semester start
Payment discount and tuition fee indexation ³¹	<ul style="list-style-type: none"> 3% discount on full study program tuition fee No tuition fee indexation 	<ul style="list-style-type: none"> 1.5% discount on academic year tuition fee Tuition fee indexed every academic year 	<ul style="list-style-type: none"> Tuition fee indexed every semester 	<ul style="list-style-type: none"> Tuition fee indexed every semester
First tuition fee payment deadline	<ul style="list-style-type: none"> 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. 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"> For Fall Semester admission (from Fall 2024): <ul style="list-style-type: none"> Application deadline: 1st April First tuition fee payment deadline: 1st May For Spring Semester admission (from Spring 2025): <ul style="list-style-type: none"> Application deadline: 1st September First tuition fee payment deadline: 1st October For third country nationals eligible for 90-day visa free in the Schengen Zone, but requiring 			

³¹ 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.

	"Student" Residence Permit: <ul style="list-style-type: none"> ○ For Fall Semester admission: <ul style="list-style-type: none"> ▪ Application deadline: 1st July ▪ First tuition fee deadline: 1st August ○ For Spring Semester admission: <ul style="list-style-type: none"> ▪ Application deadline: 1st December ▪ First tuition fee deadline: 1st January 						
Subsequent payment deadlines		<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 th	December 15 th	July 15 th	December 15 th	April 15 th	September 15 th
						May 15 th	October 15 th
						June 15 th	November 15 th
						July 15 th	December 15 th
					August 15 th	January 15 th	

(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 payment;
2. cause the concerned payment to be credited to Modul University's account at least 30 days before the relevant due date (by no later than June 15th in case of Fall semester payments and by no later than November 15th in case of Spring semester payments).

(3) Reductions, grants and scholarships

- (a) As a main rule, reductions, grants and scholarships are applied at the point of admission. Reductions, grants and scholarships are typically awarded for the duration of the study program, as stipulated in the study contract.
- (b) Scholarships may be available and awarded at the time of admission, subject to the current offer and applicable deadlines as advertised on Modul University's website. 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.
- (c) 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. Valedictorian and Salutatorian grants cannot be combined with any further grants or reductions. For the avoidance of doubt: as a general rule, scholarships awarded by MU or any third-party organizations, cannot be combined with any grants or reductions listed below.

	Eligible study programs ³²	Name	% or € amount	Additional information
Reductions	All Undergraduate	European High School Reduction	5%	
	All Undergraduate	IB Diploma Reduction	10%	
	All study programs	Siblings Reduction	10% for following siblings	
	All study programs	MU Staff Family Member Reduction	30%	
Grants	All study programs	Merit Grant	10%	
	All study programs	Exchange Alumni Grant	8%	Valid for all students who completed an exchange at MU in the previous 2 academic years before application
	BBA THM, BBA THO	Austrian Tourism Grant ³³	25%	Eligible candidates shall hold a valid residence permit in Austria OR have relevant work experience OR hold an Austrian high school diploma
	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
	MSc, MBA, PhD study programs ³⁴	MU Valedictorian Award ³⁵	GPA dependent	Eligible candidates shall be informed at the end of each academic year GPA>95%:100% of tuition GPA<95%: 50% of tuition Salutatorians: 40% of tuition
	PhD	Next Generation Grant	50 or 75%	Quality of research proposal

³² 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.

³³ 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.

³⁴ Undergraduate valedictorians and salutatorians are entitled to a tuition fee reduction in the MSc program and qualified MSc students are entitled to a tuition fee reduction in the PhD program pending approval of a suitable research proposal. For the avoidance of doubt, Other fees are not eligible for the said reductions. MBA and PhD valedictorians are named for ceremonial purposes only and are not eligible for reductions. Salutatorians are named only when required for ceremonial purposes.

³⁵ Valedictorians eligible for a reduction are named once a year. One eligible student is selected from each of the below study program groups:

1. BBA tourism programs, BPr in Hotel Management, BA (CE) in Smart Service and Experience Design, BA (CE) in Marketing and New Media Technologies, and BA (CE) in Entrepreneurship, Innovation and Sustainability;
2. BSc in International Management, BSc in International Management with Professional Experience;
3. Applied Data Science and BSc (CE) Business Informatics;
4. All MSc programs.

Graduates must have the highest GPA in their group's cohort and must complete all program requirements before the end of teaching in their final semester. Use of grace semesters and delays past the regular duration of the given study program render students ineligible. Students must also agree via contract to assist with university marketing and outreach initiatives. In the event an eligible student is identified after already starting in a graduate program, that student will be entitled to a refund according to their award.

§ 3 Credit transfer benefit

- (1) External credit transfer benefit: In line 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:
 - a. Undergraduate, Master of Science and PhD study programs: 300 EUR per ECTS;
 - b. Master of Business Administration: 1,500 EUR per course (without final assessment and transcript); 1,800 EUR per course (with final assessment and transcript);
 - c. 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.

(1) Application fee

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

(2) Retake fees

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

(3) Late course registration / change / cancellation fees

- a. Students who will not have paid their tuition fees by the opening of course registration (and are consequently put on finance hold) 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

- authorized Modul University staff. In such cases, a separate finance hold release fee applies.
- b. 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.
 - c. 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.
 - d. 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.
 - e. The Dean of the respective study program might decide on a fee waiver if the student is facing exceptional circumstances.
 - f. 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.
 - g. The Master Thesis Tutorial II course is exempt from any cancellation fees.
 - h. 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.

(4) Finance hold release fee

- a. The enrollment status of students having overdue payments concerning 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.
- b. Students on finance hold will not have access to course registration, to grades and to any official documents / academic transcripts in MU’s information systems until their overdue balance is settled. MU will stop issuing physical documents to affected students.
- c. 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.
- d. 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.

(5) Extra ECTS credit fees

- a. 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').
- b. The fee for extra ECTS does not apply to students who complete more ECTS than foreseen for the BBA or BSc study program in which they are enrolled because of the BBA or BSc specialization.
- c. The MSc prerequisite exam is free.
- d. 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.

(6) Study extension fee

- a. 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.
- b. The standard duration of MU's study programs is provided in the "Tuition Fees & Other fees – overview" section.
- c. 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 exceptions may include the following:
 - I. extenuating circumstances when approved by the Inclusion & Diversity Committee (e.g. in case of learning deficits);
 - II. childcare: care for children up to 7 years/school entry age living in the same household as the student (Proof: student's and child's "Meldezettel", child's birth certificate).
 - III. pregnancy: at least two months during the semester (Proof: confirmation by a medical specialist)

- IV. curriculum completed but graduation checklist not submitted yet;
 - V. prerequisite courses that prolong the required MSc or PhD for study duration;
 - VI. internship cannot be completed for reasons beyond the student's control.
- d. This fee applies to students starting a new study program in / after the Spring semester 2017.
 - e. Rules on the study extension fee for employees of MU enrolled in an MU degree program are outlined in the Labor Regulations.
 - f. 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.
 - g. 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.

(7) Change of study program fees

- a. 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.
- b. Study program change ECTS fee: In addition to (a), an ECTS fee for all open ECTS in the transferred program will be charged to students switching to a study program with a 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 completion of their Foundation Program studies.
- c. Already paid and consumed non-transferable courses (positive and negative assessments) will not be reimbursed.
- d. 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.
- e. 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.

(8) Readmission fees to a study program

- a. Readmission administrative fee: Former students applying for readmission to a study program will be charged an administrative fee.
- b. 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.
- c. 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.
- d. Students requesting a readmission must reapply. Neither grants nor reductions shall be considered in calculating the payable readmission fees.
- e. Readmission fees are charged upon receiving the reapplication request with a due date of 7 calendar days.

(9) Thesis supervision agreement termination fee

- a. Thesis supervision agreement termination fee: An administrative fee applied to those whose thesis supervision agreement has been terminated. A signed thesis supervision agreement may be terminated by the supervisee or the supervisor.
 - I. 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.
 - II. 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.
- b. Thesis supervision agreement termination fee is charged upon receiving the notice of termination with a due date of 7 calendar days.

(10) Graduation ceremony extra guest fee

- a. 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.
- b. 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.

(11) Document fees

- a. Document fee: The university charges a fee for academic transcripts, diploma supplements and diploma copies when issued on behalf of former students.
- b. 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.

- c. 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.
- d. 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.

(12) Student ID card fee

- a. Every student is subject to a one-off student ID card fee, charged together with the first tuition fee installment. The student ID card is used to access the university building and further services. If the card was lost, the student ID card fee will be charged as the condition of issuing the replacement card.

(13) Student union membership fee (per semester)

- a. 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 amount of the membership fee is announced by the government every semester and it must be paid in addition to the tuition fee. More information can be found here: <http://www.oeh.ac.at/service/oeh-beitrag>.
- b. Student union membership fees are charged to students eligible for membership, together with the tuition fee, in line with the chosen payment frequency (excl. installment payment option – payable with the first installment). Due dates match tuition fee due dates.

§ 6 Miscellaneous

(1) Fee waivers

- a. 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.
- b. It is not possible to apply for a fee waiver after the payment deadline has passed.

(2) Late payment interest

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

(3) Indexation of Tuition fees and Other fees

- a. Tuition fees and Other fees are adjusted on a semesterly basis, by the end of January and June.

(4) US Veterans Affairs Policy

- a. Students who receive tuition benefits from the United State Veteran's Affairs GI Bill, and who are enrolled in a US VA-approved study program should take note of the following:
 - I. Students receiving VA tuition benefits must pay their tuition using a semesterly payment model.
 - II. Students who withdraw or discontinue their studies mid-semester are entitled to a prorated refund. The exact proration of a refund will be determined using the ratio of total semester classroom hours (units) completed by the student on the day of official withdrawal or notice of discontinuation to the total number of semester hours (units) registered for the semester.
 - III. If students receive benefit payments late owing to delays on the part of the US VA, affected students are eligible for a waiver of any resulting Finance Hold release fees.

University Board 19th August 2024