

Information for Study Course Extension And for Extension Fees

→ If you do not complete your study course within the standard period of study (i.e. will not have taken all required exams, including a thesis during the standard period of study), IPU assumes that you will continue to be an active student in the following semester. Since the study course is automatically extended in this way, it is not necessary to formally apply for a study extension.

→ The study extension ends automatically at the end of the month, in which you complete and pass your last examination.

→ Fees are charged for the extension of your study course. For students whose study contracts do not delineate the amount to be charged for surpassing the standard period of study, the following regulations apply:

- Extension fees will be charged at the start of each month of extension.
- Each month, 1/10 of the established study costs in the student contract (per semester) are due.

→ Full-time students have the additional requirement of paying the semester fee (Studentenwerk, Berlin incl. Semester Ticket, IPU administrative fee).

→ Issuance of invoices occurs retroactively, as it must be internally verified if the last examination has been completed. In order to avoid too many study fees accumulating, the accounts department provide invoices for existing study and semester fees at the following times:

- October: Extension fees from April to September, as well as semester fees for the following semester if applicable
- January: Extension fees from October to December
- April: Extension fees from January to March, as well as semester fees for the following semester if applicable

→ So that the issuance of a semester ticket and other study documents can occur at the beginning of the semester, we recommend that the semester fees be transferred several weeks before the start of a new semester.