

Extension fees as of: 01.12.2024

Entry into the extension phase

If the studies have not been completed within the standard period of study, IPU students can enter the extension period without submitting a separate application. The extension period ends at the end of the month in which the last (examination) achievement is submitted or completed.

Example: The standard period of study ends on 31.03.2025, the final thesis is submitted as the last examination on 05.05.2025. This results in 2 extension months.

The payment of fees beyond the standard period of study is regulated in the study contracts. The extension fees amount to 1/10 of the tuition fees per semester per month. The calculation is based on the fees per semester stated in the study contract. Separate agreements such as full payment or payment in installments are not taken into account.

Example: The tuition fees per semester amount to EUR 5,000.00. The extension fees to be paid amount to 500.00 EUR per extension month.

Semester fees

Full-time students in the extension must also pay the semester fees applicable to them for each upcoming semester. Information on this will be provided separately, especially in the event of changes to the regulations. The semester fees must be paid in a fixed amount by the IPU to the Studierendenwerk, the VBB and the student self-administration.

Current regulation for the semester ticket:

All students in full-time degree courses are obliged to purchase the semester ticket. The ticket may only be issued if the semester fee has been received by the IPU. Students on leave of absence may not receive a semester ticket and therefore do not have to pay for it. The fees for the Studierendenwerk and student self-administration must also be paid during the semester of leave.

Fee billing and payment

The fees for the extension fees will be issued retrospectively as the Studies and Teaching Office needs to identify the submission date of the last assignment after the end of the semester. There are three dates each year when fee bills are sent to the students by the accounting department:

- 28.02. for the months October-December of the previous year
- 10.05. for the months January-March of the current year plus semester fees for the current summer semester
- 30.11. for the months April-September plus semester fees for the current winter semester, if applicable

To ensure that the certificate of enrollment and other study documents can be issued for the next semester, students are requested to pay the semester fees before the start of the semester to the known IPU account before the start of the semester:

Berliner Sparkasse

IBAN: DE 66 1005 0000 0190 9192 13

BIC: BELADEBEXXX

The fee bill to be issued retrospectively will then also be reduced by this already paid amount and accordingly, the transfer must then be reduced by this amount.