

## **Order on Administrative Fees charged by the Lucerne University of Applied Sciences and Arts, FH Zentralschweiz**

of 3 June 2024 (as at 1 July 2024)

*(This is a translation of the Weisung betreffend die administrativen Gebühren der Hochschule Luzern, FH Zentralschweiz of 3 June 2014. The German text shall be authoritative.)*

*The President of the Lucerne University of Applied Sciences and Arts,*

pursuant to Article 8 of the Regulations Governing Fees at the University of Applied Sciences and Arts (HSLU fees regulations, GebVo-HSLU)<sup>1</sup> of 14 December 2012,

*hereby enacts the following:*

### **I. General provisions**

#### **Art. 1 Object**

The order sets out the administrative fees, i.e. the fees of the Lucerne University of Applied Sciences and Arts for services and supplies subject to payment.

#### **Art. 2 Scope**

<sup>1</sup> Fees are payable by:

- a. students of the Lucerne University of Applied Sciences and Arts,
- b. members of staff of the Lucerne University of Applied Sciences and Arts who avail themselves of services outside the scope of their contractual obligations or who obtain supplies from the Lucerne University of Applied Sciences and Arts, and
- c. external third parties.

<sup>2</sup> The fees include the statutory duties and taxes.

#### **Art. 3 Principle**

Fees are charged based on cost for all services and supplies of the Lucerne University of Applied Sciences and Arts, provided and to the extent that this order does not provide otherwise.

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<sup>1</sup> SRL No. 520e

## II. Administrative Fees

### **Art. 4** *HSLU Card*

<sup>1</sup> Students will be charged a card fee of CHF 50.00 for issuing the HSLU Card. The use of the HSLU Card is free of charge.

<sup>2</sup> A loss of the HSLU Card must be reported immediately to the Lucerne University of Applied Sciences and Arts so that the HSLU Card can be blocked.

<sup>3</sup> A replacement fee of CHF 50.00 will be charged to students and members of staff for the replacement of the HSLU Card. The fee can be waived for replacing cards that show the wear and tear of age (older than 2½ years) or cards with defects for which the student or the member of staff cannot be held liable.

<sup>4</sup> If the HSLU Card is stolen, the replacement fee will be waived upon presentation of a police report.

<sup>5</sup> Any remaining balance on a lost, stolen or defective HSLU Card will be paid out in cash after it has been blocked.

<sup>6</sup> There is no obligation to return the HSLU Card. The HSLU Card may still be used as an IDS card for the libraries after the studies have been completed.

### **Art. 5** *Fees for study-relevant services, copies and software licenses*

<sup>1</sup> To help finance the study-relevant services provided by the President's Office and Services, including IT services, ILIAS and career services for students, the Lucerne University of Applied Sciences and Arts charges a flat-rate service fee of CHF 2.00 per credit.

<sup>2</sup> In addition, the following will be charged

- a. for the Lucerne School of Engineering and Architecture: depending on the degree programme, flat-rate software licenses fee of CHF 60.00 at most per semester,
- b. for the Lucerne Schools of Business and of Social Work: software licenses fees are charged based on cost,
- c. for the Lucerne School of Music: flat-rate copying fee of 1.00 CHF/credit and flat-rate software licenses fee of 0.50 CHF/credit.

<sup>3</sup> The fees are due at the beginning of a semester.

### **Art. 5a** *Fees for additional administrative work in bachelor's and master's programmes*

Fees up to CHF 200 can be charged for any additional administrative work incurred due to a student's failure to register for a course or due to a withdrawal of registration after the deadline.

**Art. 6** *Fees for photocopies, fax copies and prints*

The following fees are charged for photocopies, fax copies and prints that cannot be obtained on the HSLU Card and are not covered by the flat-rate copying fee:

<i>Description</i>	<i>Price per item/page in CHF</i>
<b>Sending a fax</b>	1.00
<b>Photocopies/prints</b>	
Photocopy or print black-and-white A4	0.10
Photocopy or print black-and-white A3	0.20
Photocopy or print colour A4	0.50
Photocopy or print colour A3	1.00
Poster (laser print)	7.00
<b>Office supplies</b>	
Copy paper white 80 g (per 500 sheets)	8.00
Copy paper colour 80 g (per 500 sheets)	13.00
Transparency for photocopier	0.50
Envelope C5 small	0.30
Envelope C4 large	0.50
Address labels (per sheet)	0.50
Laminating film A5	0.50
Laminating film A4	1.00
Laminating film A3	2.00
Transparency	0.50
Transparency for colour photocopier	0.50
Spiral notebook with front and back cover	4.00
Front, back cover	2.00
Spiral notebook	2.00

**Advertising materials**

According to separate price list of Marketing & Communications

**Art. 7** *Student exchange (Erasmus and other programmes)*

A one-time flat-rate fee of CHF 200.00 is charged on application for services related to student exchange programmes.

**Art. 8** *Lockers*

Students may be required to pay a deposit of CHF 100.00 at most for the locker key.

**Art. 9** *Parking spaces*

The competent Dean determines the fees for parking spaces.

**Art. 10** *Libraries*

The fees of the Lucerne Central and University Library (ZHB) apply for the use and services of the libraries of the Lucerne University of Applied Sciences and Arts.

**Art. 11** *Services provided jointly with third parties*

<sup>1</sup> The fees adopted by the parties apply for services and supplies provided jointly with third parties.

<sup>2</sup> The Lucerne University of Applied Sciences and Arts may adopt the existing fee regulations of third parties or declare its own fee regulations to be binding for third-party stakeholder groups.

### **III. Final Provisions**

**Art. 12** *Repeal of previous rules and orders*

The order on fees charged by the Lucerne University of Applied Sciences and Arts of 6 July 2010 is repealed.

**Art. 13** *Entry into force*

This order enters into force on 1 September 2014.

Lucerne, 3 June 2014

The President: Markus Hodel

The Head of Legal Services: Marija Bucher-Djordjevic