

Application for reimbursement of the semester fee for the  
summer semester /winter semester

Matriculation no:

Name, first name:

Street, postcode, place of residence:

Account holder:

IBAN:

BIC of the credit institution:

(only necessary for foreign banks)

Reasons for reimbursement

Exmatriculation/application for enrolment was withdrawn

Leave of absence from studies

Double payment/overpayment

Signature of the applicant

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**To be filled in by the case worker only:**

Amount: \_\_\_\_\_

The conditions relating to this reimbursement case have been examined and are present in accordance with the note of 17.02.2024.

Signed

## Reimbursement of semester fee

### **Until the beginning of the semester (March 31st, September 30th)**

the student registry will reimburse the full semester fee.

### **As from the beginning of the semester (April 1st, October 1st)**

the AStA (Student Union) refunds the amount for the Semesterdeutschlandticket on a partial basis in the event of exmatriculation with the current date. The AStA contribution will not be refunded. Refunds are made via the AStA secretariat in **L4-121** and are possible throughout the semester.

As previously, the Studierendenwerk (Association for Student Affairs) fee will be refunded by the student office until 15.05./15.11. if you have been de-registered and have not obtained any credits or examinations (certificate from the examination office) by 15.05./15.11. or if you have submitted a letter of admission from another university. In the event of exmatriculation after 15.05./15.11., a refund of the Studierendenwerk fee is no longer possible.

### **Students on leave of absence**

For students on leave of absence who have purchased the Semesterdeutschlandticket and/or paid the Studierendenwerk fee, the procedure is in accordance with the **above** regulations.

**For the sake of good order, it is pointed out that applications for reimbursement can only be submitted within three years after the end of the semester in which the corresponding applications for exmatriculation or leave of absence were submitted in due time (cf. § 195 BGB).**