Received: _____

Application for reimbursement of the social fee for the summer semester 20___ / winter semester 20___

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- ☐ Exmatriculation/application for enrolment was withdrawn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:

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 23.02.2015.

Signed:

Reimbursement of social fee

Until the beginning of the semester (March 31st, September, 30th)
the student registry will reimburse the full social fee. If the UniCard has already been validated, it must be withdrawn.

From the beginning of the semester (April 1st, October 1st)
students get their amount back through the student registry if the UniCard has **not been validated** and either no study and examination achievements have been made (certified by the Examinations office) or they provide proof of admission from another university (proof through the corresponding admission notice). Deadlines are May 15th for the summer semester or November 15th for the winter semester. Once the UniCard has been validated, only the AStA will reimburse on a pro-rata basis. Reimbursement of the fee for the Studierendenwerk (student union) is then no longer possible.

Students on leave of absence
If students on leave of absence have paid the semester fee and the UniCard has already been validated, the students will receive the fee back from the student registry until the start of the semester. After the start of the semester, only from the AStA and the Studierendenwerk if the students on leave do not want to have tickets.

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).