



Request for Reimbursement of the Semester Fee

I request the repayment of the semester fee amounting to € for
winter semester 20 / summer semester 20

to my account as detailed below.

Reason (please check the relevant):

- Deregistration prior to the start of semester
- Double payment
- Did not enrol
- Paid too much

Surname, Given Names

Student ID number

Address

Bank

IBAN -----

BIC (Bank Identifier Code)

.....
Date

.....
Signature

Please note that requests for reimbursement must always be submitted prior to the start of semester, i.e.:

for summer semester by 31 March
for winter semester by 30 September

Requests received at later dates cannot be processed.

Only to be filled in by the Students' Registration Office:

Beitrag vorhanden und korrigiert

Datum

Unterschrift

sachlich richtig

.....
Unterschrift / Teamleiterin