

REQUEST FOR REFUND

Please fill out this form online or in block letters

I would like to apply for a refund of the semester fee for

Winter semester _____ / _____ Summer semester _____

1. Personal details

Matriculation number / application number		Degree program	
Surname		First name	
Date of birth (DD.MM.YYYY)	Street, number		
Postcode	City		
Phone (voluntarily)		Email (voluntarily)	

2. Bank details

IBAN

BIC / SWIFT

Account holder, if other than the requestor	
Bank name	City and country of bank

3. Reason for refund – Please note the explanations on the next page

- | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Withdrawal from re-registration/enrollment (until start of lectures)
Add the following documents: exmatriculation request, Study Chip | <input type="checkbox"/> Accidental overpayment or double payment
Add the following documents: proof of overpayment or double payment |
| <input type="checkbox"/> Change of university (until 30th April/31st October)
Add the following documents: exmatriculation request, Study Chip, proof of enrollment at the other university | <input type="checkbox"/> Parallel studies at two universities in the territory of Studierendenwerk Frankfurt
Add the following documents: study certificate from the other university and payment confirmation from the other university |
| <input type="checkbox"/> Study Chip - refund (10€)
If you have paid the amount for new students but already have a Study Chip | <input type="checkbox"/> Application but no enrollment |

I understand and acknowledge the instructions on the back

Date	Signature
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To be filled out by the university:

Gezahlter Betrag: € _____	Erstattung: <input type="checkbox"/> Sachkonto 4 8900 022 € _____
zu erstattender Betrag € _____	
<input type="checkbox"/> STUDY-CHIP ausgestellt <input type="checkbox"/> STUDY-CHIP entwertet	<input type="checkbox"/> STUDY-CHIP nicht produziert <input type="checkbox"/> STUDY-CHIP nicht aktualisiert
Sachlich richtig:	

Explanations regarding the refund of payments

Withdrawal from re-registration / enrollment – Request possible until start of lectures

(The administrative cost of 50€ will not be refunded)

- You de-register at the end of the last semester and withdraw from your current re-registration, because you have successfully completed your studies, you give up your studies or you withdraw from your enrollment? This is possible until the official start of lectures according to our [academic calendar](#). Returning your Study Chip is mandatory*, without the Study Chip we cannot process your request. The refund of fees and payments will be processed after we have received and checked your request.

The request for refund must be submitted to the Student Service Center (Studienbüro) until the beginning of lectures. A refund after the deadline is not possible. A report of the loss of your Study Chip at the time of the refund request is not possible.

Change of University – Request possible until 30th April /31st October

(The administrative cost of 50€ will not be refunded)

- You de-register at the end of the last semester und withdraw from your current re-registration because you are enrolling at another university. This is possible until 30th April for summer semester and until 31st October for winter semester. Returning your Study Chip is mandatory*, without the Study Chip we cannot process your request. You also need to submit an enrollment certificate from the other university. The refund of fees and payments will be processed after we have received and checked your request.

The request for refund must be submitted to the Student Service Center (Studienbüro) until 30th April/31st October. A refund after the deadline is not possible. A report of the loss of your Study Chip at the time of the refund request is not possible.

Parallel studies at two universities in the territory of Studierendenwerk Frankfurt

- In case you are enrolled at two universities in the territory of Studierendenwerk Frankfurt simultaneously, please submit the enrollment certificate from the other university as well as a payment confirmation from the other university. Then a refund of a part of your semester fee – the social contribution for the Studierendenwerk – is possible.
- For a refund of the semester ticket please contact the **AStA Semester Ticket Office** (General Student Committee).

Graduates

- You need to re-register if you still have to take an exam in the next semester (even if it is only your colloquium) or if you submit your thesis at the beginning of the next semester. If you complete your studies until the end of the current semester, please do not re-register.
- If you do not pass an exam or if the colloquium is postponed due to illness, we will allow you to do a late re-registration. In this case please contact the Student Service Center (Studienbüro) immediately.
- Graduates who re-registered even though they successfully completed their studies in the previous semester can withdraw from the re-registration until the start of lectures and can submit a request for refund of the semester fee (see “Withdrawal from re-registration”). The administrative cost of 50€ will not be refunded. The refund will be processed after checking your request and after the completion of your studies has been entered in our system by the examination office.

* If you would like to receive the devaluated Study Ship back, please enclose a stamped envelope addressed to you for the return.