

Application for refund of the semester (ticket) fee

## Semester

(to be submitted until March 31st for the summer semester)

to be submitted until September 30st for the winter semester

FILL OUT IN BLOCK LETTERS ONLY

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Course of studies: \_\_\_\_\_

Matriculation number: \_\_\_\_\_

Place of Residence/Postcode: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_@stud.hs-flensburg.de

Bank name: \_\_\_\_\_

IBAN/BIC: \_\_\_\_\_

I hereby apply for the refund of the Semester fee (valid for 1, 2, 3, and 8) or of the Semester ticket partial fee (valid for 4, 5, 6 and 7) because of:

- 1) Exmatriculation \*
- 2) Leave of Absence \*
- 3) double transfer of the semester fee \*
- 4) free transportation / non-use of public transport due to disability \*
- 5) Study section outside scope SH e.g. internship and thesis \*
- 6) Semester abroad \*
- 7) Hardship Provision Please explain reason for reimbursement below: \*
- 8) Cancellation of Matriculation \*

\* See Contribution Statutes of 27.11.2019

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**The following documents must be attached to this application, depending on the reason for the refund applied for:**

- 1) Exmatriculation certificate
- 2) Certificate of the semester of leave
- 3) Bank statements on the duplicate transfers
- 4) Copy of the disabled person's identity card, proof of free transport
- 5) Internship/thesis contract or other proof
- 6) Proof of the study period abroad
- 7) Depending on the problem, documents justifying the case of hardship
- 8) Schreiben der Hochschule und die Kontoauszüge über die Überweisungen

**The return of the regional ticket is no longer necessary, as from winter semester 2020/2021 none will be handed out.**

Application for refund of the semester (ticket) fee:

Comment of applicant:

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Date

Signature of Applicant

To be completed by the coordinator:

Eingang Antrag

Eingangsstempel

Per Mail

Per Post

Sonstige Unterlagen vorhanden   
(Nach 1,2,3,4,5,6,7,8)

Bemerkung:

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Antrag Vollständig

Datum

Unterschrift Koordinator\*in