

Please Regard! This form can only be used if you don't want to be a student of Hochschule Geisenheim University anymore and want to apply for the repayment of the entire amount of the semester fee. If you want to continue your studies and only want to apply for the reimbursement of the semester ticket fee, please use the application form for repayment of the semester ticket.

Application for repayment of the semester fee

Personal Data

Matriculation No.: Study course:

Last name: First name:

Street address: Postcode, City:

Telephone (optional): E-Mail:

Account holder: IBAN:

Name of Bank: BIC:

Reason for reimbursement.....

I am applying for the repayment of the semester fee for

Winter semester _____ Summer semester _____

in the amount of EUR

Provided that there is no overpayment or double payment, the refund is only possible if either one of the following is true:

- I have been re-registered for the semester in which I apply for re-payment, therefore I have enclosed my **Student-Card with this application.**
- I have not been matriculated or re-registered for the reimbursement semester

Date Signature

To be completed by Hochschule Geisenheim/Studierendenbüro:	Rechnungswesen (Stempel)
Rückerstattung EUR.....	
In STU verbucht am	
Bearbeitet:	
..... Bettina Kiedrowicz (Dipl. Kffr.) Leitung Studium und Lehre	

Conditions for Reimbursement?

The reimbursement request must be submitted to the Students' Office by **15 April for a summer semester** and by **15 October for a winter semester**.

For de-registration or revocation of the registration, the de-registration application must also be submitted.

In which cases are semester fees refunded?

1. Revocation of the matriculation for new and first registration.
Please note: an administration fee of 30 Euro will be retained.
(VwKostO-MWK of 18.11.2009, GVBL I, p. 446, annex 1, no. 272)

2. De-registration (in the current semester) is possible:
 - after successful completion of the final exams
 - Start of voluntary service
 - final failure of an examination, final termination of studies, change of university, break in course of studies
 - de-registration for other reasons

3. Double payment or overpayment

Please forward the application form to:

Hochschule Geisenheim
Studierendenbüro
Von-Lade-Straße 1
65366 Geisenheim