

# Application for refund of semester fee of

- the summer semester 20
- the winter semester 20  / 20

**Studierendenwerk Greifswald**  
**Institution under public law**  
**Bahnhofstraße 44 b**  
**17489 Greifswald**

*It is essential to observe the instructions and application requirements!*

Please fill out this form completely and submit it to the Studierendenwerk Greifswald only **after** confirmation of receipt of payment by the Student's Registration Office of the University of Greifswald.

Amount of the fee: **1 0 4,00 €** Registration number:

University:

Last name:  First name:

Street:

Postcode, city:

E-Mail adress:

Bank name:

IBAN:

BIC:

(place, date)

\_\_\_\_\_  
(signature applicant)

## **! Student leave of absence:**

According to § 5 (2) of the contribution regulations of the Studierendenwerk Greifswald, students on leave of absence are not entitled to a refund of the student union contribution in the amount of € 93.00 (except for the contribution for the student body in the amount of € 11.00).

### **Justification**

For the share of the contribution of the student body in the amount of € 11.00 according to the contribution regulations of the student body of the University of Greifswald from 01.12.2015, the contribution can be reimbursed.

Justification for the leave of absence:

### **Confirmation of the University:**

Applicant is on leave of absence for the above mentioned semester.

Contribution in the amount of € 104.00:  received.

\_\_\_\_\_  
(date/ stemp/ signature)

## **II Exmatriculation**

I hereby apply for a refund of the student union fee paid for the above semester due to:

- I have applied for exmatriculation/ cancellation of enrollment before the beginning of the above mentioned administrative semester.
- I have changed university location after the start of the semester or have had myself exmatriculated **(at the latest on the 15th day of lectures)**.
- I have changed university location after the start of the semester or had myself exmatriculated **(after the 15th day of lectures)**.
- I have been offered a place at another university through a move-up procedure in an admission procedure. (enclose a copy of the admission notice – at the latest 2 months after the start of the semester)
- other:

### **Confirmation of the University:**

- Enrollment was not carried out
- Exmatriculation/ cancellation of the enrollment

pronounced on:

effective as of:

Exemption from the liability to pay contributions according to article 1 paragraph 2 of the fee regulations of the Studierendenwerk Greifswald

Exemption from the liability to pay contributions according to article 1 paragraph 3 of the fee regulations of the Studierendenwerk Greifswald

Contribution in the amount of € 104.00:  received.

\_\_\_\_\_  
(date/ stemp/ signature)

### **Information for applicants:**

If the application is approved, no further notification will be issued, but the amount will be transferred to the specified account. Applications which are incompletely filled in or which are not accompanied by the required supporting documents will not be processed.

### **Processing notes Studierendenwerk**

The application is rejected.  
Rejection letter issued on:

The application is granted.

Greifswald,

Factually correct and accurate and ordered to pay:

\_\_\_\_\_  
(stemp/ signature)