

# Application for Refund

- of the Semester Fee (Administrative, Student Services and Student Union Fee) for SS / WS 20\_\_\_/\_\_\_
- of the Tuition Fee for International Students for SS / WS 20\_\_\_/\_\_\_
- of the Tuition Fee for a Second Degree for SS / WS 20\_\_\_/\_\_\_
- of an overpayment for SS / WS 20\_\_\_/\_\_\_

Matriculation-no. \_\_\_\_\_ Date of birth \_\_\_\_\_

Last name, first name \_\_\_\_\_

E-mail address \_\_\_\_\_

Post address \_\_\_\_\_

Reason for repayment \_\_\_\_\_

- In case of immediate de-registration or cancellation of enrollment please **hand in the ECUS**. Please also note the information on page 2.
- If you renounce your study place(s) please declare this renunciation additionally here:

**I hereby renounce my previously accepted study place(s).**

**The refund amount shall be transferred to the following bank account:**

Account holder \_\_\_\_\_

IBAN \_\_\_\_\_

BIC/Swift \_\_\_\_\_

Name of the bank \_\_\_\_\_

\_\_\_\_\_  
Place, date

\_\_\_\_\_  
Signature (handwritten)

**Will be filled in by the admissions office:**

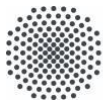
- Antrag auf Exmatrikulation zum Semesterende (ECUS nicht eingezogen)
- Antrag auf sofortige Exmatrikulation: ECUS eingezogen
- Aufhebung der Immatrikulation bis 31.03./30.09.: ECUS eingezogen
- Immatrikulation / Rückmeldung nicht durchgeführt
- Überzahlung

Antrag geprüft und Erstattungsbetrag festgelegt: € \_\_\_\_\_  
Betrag und Unterschrift Sachbearbeiter/-in

Sachlich und rechnerisch richtig: \_\_\_\_\_

Auszahlungsanordnung an Kasse: \_\_\_\_\_

zdA:  STD /  STA



## Application for Refund – Information

### Please note:

**Submission:** The Application can be submitted in paper form by post or as a scan by e-mail.

### Deadlines for submission:

#### • Semester Fee:

- > in case of de-registration or cancellation of enrollment by 31. March / 30. September: refund of the semester fee
- > in case of de-registration **and** submission of the Application by 30. April / 31. October: refund of the semester fee
- > in case of de-registration within one month after the start of lectures: refund of the administrative and student union fee; the refund of the student services fee is only possible in exceptional cases and has to be requested at the Studierendenwerk Stuttgart
- > in case of university place waiver: refund of the semester fee after renunciation → see application form

#### • Tuition Fees for international students and a second degree:

- > in case of de-registration or cancellation of enrollment within one month after the start of lectures: the whole amount → the date of de-registration/cancellation is decisive!
- > in case of another reason within one month after the start of lectures: the whole amount → the date of application is decisive!

- Overpayment: refund at any time (alternative: transfer into the next semester in January/ July → the transfer will be executed automatically; if not please send an e-mail to: studienbeitraege@verwaltung.uni-stuttgart.de)

**Processing:** A refund after immediate de-registration or cancellation of enrollment is only possible if you hand in the student card ECUS. Otherwise the application will not be processed.

**Further information** you will find on our website:

<https://www.student.uni-stuttgart.de/en/organizing-studies/formalities/fee-reimbursement/index.html>