

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:

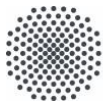
- Antrag auf Exmatrikulation zum Semesterende
- Antrag auf sofortige Exmatrikulation: ECUS eingezogen
- Aufhebung der Immatrikulation bis 31.03./30.09.: ECUS eingezogen
- Immatrikulation / Rückmeldung nicht durchgeführt: ECUS nicht ausgegeben
- Überzahlung

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>