

Application for the refund of the enrolment or late fee



I hereby ask for the fee I have already paid to be refunded.

Student ID no. _____

I transferred the following amount to the account of the *Studentenwerk* (student services organisation) on _____. (Please refer to the proof attached.)

Late fee of 30 euros *

* I paid the semester fee in due time.

* I was de-registered as a student before the start of the semester.

Enrolment fee of 25 euros **

** The fee was paid but I was not enrolled as a student.

Please transfer the money to the following bank account:

First name, last name _____

Current address _____

IBAN _____

BIC _____

Name of the bank _____

Date/signature _____

To be filled in by Student Administration

Zahlungseingang im STU geprüft:

Betrag auf Sachkonto gebucht:

 €

zu erstattender Betrag:

 €

Sachlich richtig ! Datum/ Bearbeiter: _____

Antrag zur Ausführung weitergeleitet