

Please note: This is a translation from the German version and is not legally ratified. It is offered solely as an aid to understanding. The German text remains the only official and legally binding version.

Surname, First Name

Street

Degree Course (*Studiengang*)

Postcode, Town

Student ID No. (*Matrikel-Nummer*)

Phone

E-Mail

Application for De-registration

At the end of the SS _____ WS _____

with immediate effect as of _____

De-registration with immediate effect is only possible if you are still a student member of Hochschule Geisenheim University on the given date, otherwise you must apply for de-registration as of the end of the last semester for which you enrolled. Retroactive de-registration is not permissible.

Reason for De-Registration (*code table on last page*)

Student Card has been submitted to the admissions office
.....Date, processed

Acknowledgement of receipt:

- School certificates etc.
- Examination Certificate (*Abschlusszeugnis*)
- Degree Certificate (*Abschlussurkunde*)
- De-registration and pension certificate
- Please send the documents to the above address

I hereby confirm that I have duly returned all items (books, keys, equipment etc.) belonging to the University. I am aware that my student membership of Hochschule Geisenheim University ends with the date of de-registration and that after this date I may no longer use the semester enrolment certificates (*Immatrikulationsbescheinigungen*) or the AStA Semester Ticket.

If I have de-registered with immediate effect I am not entitled to continue any examination procedures which have been started or are currently ongoing. I have informed the Examination Board (*Prüfungsamt*) of the relevant department.

.....
Place, Date

.....
Signature

For de-registration the University uses previously stored data as well as details regarding the termination of the course of study. In accordance with § 15 (2) of the *Hessische Immatrikulationsverordnung* (Hessen's Student Enrolment Regulation, GVBI I. pp. 18, 45 dated 01.02.2017) the University is entitled to automatically process the following data for a period of sixty years: surname, name at birth, first name, date of birth, place of birth, gender, course or courses of study with the corresponding study modules, student ID-number (*Matrikelnummer*), date of enrolment (*Immatrikulation*), date of de-registration, periods of academic leave from a course of study and/or part-time study, practical semesters or other interruptions of studies, fee exemptions and the calculated study credit (*Studienguthaben*), type of examination, examination entrance requirements and the date and result of the examination. All other personal data in automated form will be deleted within one year after de-registration.

Hochschule Geisenheim University – Admissions Office (Studierendenbüro) Von-Lade-Strasse 1 65366 Geisenheim

Code Table - Reasons for De-registration:

01	Termination of degree program after successful completion of final exams	05	Start Voluntary Service
02	Interruption of studies	06	Final termination of studies
03	Completion of degree program without exams and no re-take possible	08	Termination of studies due to final failure of an examination/preliminary examination
04	Change of university	09	Other reasons
		92	Revocation of enrollment

In which cases are semester fees reimbursed?

1. Withdrawal from enrolment of new and first-time students

Please note that we are obliged to charge an administration fee of 30 euros (Vw.KostO-MWK dated 19.12.2013 – GVBl. 2014, page 2)

2. De-registration (during an on-going degree program)

- After passing the final examination
- Termination after failure at final exam attempt, abandonment of studies, change of university or interruption of studies/change of degree program
- De-registration for other reasons
- Late re-registration, when de-registration has already taken place

3. Online enrolments: Non-enrolment or enrolment refused (due to non-fulfillment of admission requirements or absence of documentary proof)

4. In cases of double payment or overpayment

IMPORTANT INFORMATION!!!

Claims for reimbursement of the semester fee must be submitted separately using the **relevant form** (available on the Admissions Office (*Studierendenbüro*) website) and must be received by the Admissions Office by **15.04.** for a summer semester and by **15.10.** for a winter semester.

The semester fee can only be reimbursed if the Student Card was surrendered upon de-registration. For further information, please see the reimbursement application (*Erstattungsantrag*).

* If the application for de-registration is submitted by post, the Student Card (Semester Ticket) must be attached.