

PLEASE REGARD! This form can only be used if you don't want to be a student of Hochschule Geisenheim University anymore and want to apply for the repayment of the entire amount of the semester fee. If you want to continue your studies and only want to apply for the reimbursement of the semesterticket fee please use the application form for repayment of the semesterticket.

Application for repayment of the semester fee

Matriculation no/application no.....Study course.....
 Surname First name.....
 Street Postcode,town.....
 Telephone (optional) E-Mail.....
Account holder **IBAN**
Bank **BIC**.....
 Reason for reimbursement.....

I am applying for the repayment of the semester fee for

Winter semester ____/____ Summer semester _____

In the amount of EUR

If there is no double payment or overpayment the reimbursement is only possible if either of the following is true:

I have been re-enroled for the semester in which I apply for the repayment, this is why I have enclosed my **Student-Card to this application**.

I have **not been re-enroled/matriculated** for the semester in which I apply for the repayment.

Date Signature

To be completed by Hochschule Geisenheim/ Studienbüro:	Rechnungswesen (Stempel)
Rückerstattung EUR..... im SOS verbucht Geisenheim, den Bearbeitet:	

Please be aware of the submission deadlines for the reimbursement: **15 April** (summer semester) or **15 October** (winter semester). Incomplete or delayed applications have to be rejected.

Prerequisites for the repayment?

The application form has to be submitted to the Admissions Office in time:

Until **15 April** for a **summer semester**, until **15 October** for a **winter semester**

The **application** for **de-enrolment/withdrawal of enrolment** has to be submitted **additionally**.

In which cases can the repayment be granted?

1. Withdrawal of matriculation if you are initially enrolled.

Please note: withdrawal of enrollment will incur an administration fee of €30. (Vw.KostO – MWK vom 18.11.2009 – GVBI I vom 1.12.2009 Seite 446 ff.)

2. De-registration during the semester

- *-After successfully passing the final examination*
- *-Finally failed examination, abandonment of studies, University change, change of study program or interruption of studies*
- *-De-registration for other reasons*
- *-Delayed re-registration if the de-registration has already been executed*

3. Double payment or overpayment

The application form has to be submitted to:

**Hochschule Geisenheim
Studienbüro
Von-Lade-Straße 1
65366 Geisenheim**