

|  |  |
| --- | --- |
| Application for reimbursement of the | |
| summer semester | winter semester |

|  |  |
| --- | --- |
| To the admission and examination office | Matriculation number: |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Study programme:** |  | | | | | | | | | | | | | | | | | | | | | | | | | |
| Surname, first name: |  | | | | | | | | | | | | | | | | | | | | | | | | | |
| Date of birth: |  | | | | | | | Place of birth: | | | | | |  | | | | | | | | | | | | |
| Telephone number: |  | | | | | | | | | | | | | | | | | | | | | | | | | |
| Street, house no.: |  | | | | | | | | | | | | | | | | | | | | | | | | | |
| Postcode, town/city: |  | | | | | | | | | | | | | | | | | | | | | | | | | |
| Email address: |  | | | | | | | | | | | | | | | | | | | | | | | | | |
| Account holder:  (if this is different) |  | | | | | | | | | | | | | | | | | | | | | | | | | |
| IBAN no.: |  |  |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |
| BIC code: |  | | | | | | | | | | | | | | | | | | | | | | | | | |
| Bank: |  | | | | | | | | | | | | | | | | | | | | | | | | | |

|  |
| --- |
| I have already registered for the coming semester and request the reimbursement of the excess amount paid to my account because of: |
| account, because: |

|  |  |
| --- | --- |
| Final examination on \* | Undue hardship |
| Exmatriculation on \* | Leave |
| Practical semester | Duplicate matriculation |
| Semester abroad | Overpayment |
| Caring for children under 14 years | Other reasons, namely |

|  |  |
| --- | --- |
|  |  |
| Place, date | Signature of applicant |

\***Note**:

Reimbursement shall only be made if you have passed your final examination **before or within one month after the official start of the lectures at the university of applied sciences** and/or you have applied for your exmatriculation before this point in time (Section 19 para. 6 line 4 of the Higher Education Act of Lower Saxony (NHG)).

**The CampusCard only needs to be submitted with this application in these circumstances.**

**University of Applied Sciences Emden/Leer processing note:**

Reverse transfer amount: EUR \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Factually correct: |  |
|  | (Place/date/signature) |