



An die  
Universität Konstanz  
Abteilung Studium und Lehre  
Studierenden-Service-Zentrum  
78457 Konstanz  
GERMANY

**Contact**

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Email via contact form:  
[www.uni.kn/en/study/get-in-touch](http://www.uni.kn/en/study/get-in-touch)

## Application for refunding of paid fees

<b>Surname, first name:</b>		<b>Student-ID-no. (applicant-no.):</b>	01/
<b>Address (street, post-code, city):</b>			
<b>Phone/mobile/email:</b>			

**Important:** Please check off the applicable and enclose all required documents!

I apply for refunding of the already paid fees for the

<b>Summer Semester:</b>	20 ____	resp. <b>Winter Semester:</b>	20 ____ / 20 ____
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for the following reason:

**Exmatriculation**

to the end of Summer Semester

20 \_\_\_\_

to the end of Winter Semester

20 \_\_\_\_ / 20 \_\_\_\_

with immediate effect at the (date)

**Return of the study place** at the  
(only valid for applicants)

**Overpayment, double payment, other reasons** (please explain in short)

Comments concerning the application:

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**Please turn over!**

**Important legal notice:**

Please be aware that

- In case of an exmatriculation the refunding of the complete fees is only possible within one month after beginning of the lecture period (see the regulations in the State University Law for Fees, the Statute for Fees of Seezeit Association for Student Services and the Statute for Fees of the General Student's Committee at the University of Konstanz); different regulations in connection with special tuition fees remain unaffected.
- You file all necessary verifications already within your application for exmatriculation; particularly the confirmation of release from the library, the personal student's datasheet and/or the student ID; otherwise a refunding cannot be carried out.
- The refunding is only possible to bank accounts in the SEPA form (Single Euro Payments Area). That means for refunding we need from you the exact **IBAN** (International Bank Account Number); for foreign accounts, the **BIC** (Bank Identifier Code) must be also specified.
- In case you did not pay the fees yourself, please indicate the exact SEPA bank details of the payer (first name and surname, IBAN and for a foreign account BIC) if possible.

**Bank details in the SEPA form – Please file in and check out very carefully!**

Name of the account holder:			
<b>IBAN</b> (International Bank Account Number) – in Germany always 22 digits!			
D	E		
<b>Foreign IBAN</b> (maximum of 34 digits, but in most countries it is significantly shorter)			
<b>For foreign accounts: BIC</b> (Bank Identifier Code) – 8 or 11 alpha-numeric digits			
			Bank name:

With my signature, I confirm the sufficiency and accuracy of my statement above.

.....  
City, date

**X**.....  
Your signature

Interne Bearbeitungsvermerke:

Stand: April 2024

1. Voraussetzungen für Rückerstattung erfüllt:

Studienplatzrückgabe:  ja  nein

Exmatrikulation zum  31.03.  30.09.  mit sofortiger Wirkung zum (Datum): \_\_\_\_\_

Datum / Sachbearbeitung: \_\_\_\_\_

2. Erstattung:

bezahlter Betrag: \_\_\_\_\_ Euro

erstattet: \_\_\_\_\_ Euro

Datum / Sachbearbeitung: \_\_\_\_\_