



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

Application for refunding of paid fees/contributions

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

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

I apply for refunding of the already paid fees/contributions for the

Summer Semester:	20 ____	resp. Winter Semester:	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:

Please turn over!

Important legal notice:

Please be aware that

- in case of an exmatriculation the refunding of the complete fees and contributions 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 Contribution of Seezeit Association for Student Services and the Statute for Contribution 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 and contributions 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:	
IBAN (International Bank Account Number) – in Germany always 22 digits! For other countries maybe shorter or longer! <u>Example</u> for the University of Konstanz: DE92 6005 0101 7486 5012 74	
For foreign accounts: BIC (Bank Identifier Code) – 8 or 11 alpha-numeric digits <u>Example</u> for the University of Konstanz: SOLA DEST 600	
	Bank name:

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

.....
City, date

X
.....
Your signature

Interne Bearbeitungsvermerke:

Last update: October 2018

1. Voraussetzungen für Rückerstattung erfüllt:

Studienplatz zurückgegeben ja nein Datum/BearbeiterIn: _____

Exmatrikulation bis 31.03. bzw. 30.09. oder mit sofortiger Wirkung ja nein Datum/BearbeiterIn: _____

2. Erstattung:

bezahlter Betrag: _____ €

erstattet: _____ € Datum / Handzeichen BearbeiterIn: _____