

Name, surname:

Place, date:

Postcode/ZIP, town:

Date of birth:

Street, house number:

Student ID number:

**An die
Universität Würzburg
Referat 2.2 – Studierendenkanzlei
Sanderring 2**

Degree subjects/degree pursued:

Current email address:

97070 Würzburg

Application for Disenrolment

Please read the information sheet before completing this form (see overleaf).

I hereby apply for disenrolment from the University of Würzburg

at the end of the winter semester 20 (Please tick the correct semester and add the year!)

summer semester 20

or on the day this application is received by the University of Würzburg

Reason for disenrolment - Please tick the applicable box below. (Please choose one option only!)

= 1 I graduated.

= 6 I am quitting my studies without graduating and do not intend to return.

= 2 I am taking a break from my studies.

= 7 I did not re-enrol and/or do not have health insurance coverage.

= 4 I am transferring to another higher education institution.

= 8 I failed all permissible attempts at passing an examination.

= 9 Other

Signature

Signature of parent or legal guardian (if the student is underage)

Postal address: Sanderring 2, 97070 Würzburg

Street address: Hubland Nord, Oswald-Külpe-Weg 84 (entrance on the right), 97074 Würzburg

Office hours: Mondays, Tuesdays, Thursdays, Fridays: 8:00 - 12:00 Wednesdays: 10:00 - 12:00 and 14:00 - 16:00

Email: studienangelegenheiten@uni-wuerzburg.de

The English text in this document only serves the purpose of providing information on the contents of the corresponding German text. Only the German text shall be legally binding.

What to keep in mind when completing the form overleaf:

Before you complete the form overleaf, please read the information below. Please do not forget to return any books you may have borrowed as well as any keys or key cards to computer pools you may have before you are disenrolled and make sure you pay any invoices that may be outstanding.

You may request to be disenrolled from the University, i. e. may withdraw permanently from the University, at any time, but you may also be disenrolled upon the initiative of the University due to reasons governed by the *Bayerisches Hochschulgesetz* (Bavarian Higher Education Act, BayHSchG) or the *Immatrikulationssatzung* (enrolment regulations) of the University of Würzburg.

As soon as you have been disenrolled, you will be able to print out your disenrolment certificate and a certificate for pension insurance purposes via SB@Home. Please print out these documents to avoid encountering any problems in the future (e. g. when you have to demonstrate the credited pension insurance periods you accumulated during your university studies or if you would like to enrol at another university). You will have access to SB@Home for one year from the date of disenrolment.

Depending on your preference, you may be disenrolled either at the end of the semester or at any time during the semester. If you would like to be disenrolled during the semester, the effective date of your request may be no earlier than the date of the receipt of your application for disenrolment. If you would like to disenrol because you are transferring to another university or because you wish to take a break from your studies, we recommend that you disenrol at the end of the current semester to guarantee that you have continuous insurance coverage. You may apply for disenrolment at the end of the semester from mid-January onwards in the winter semester and from mid-June onwards in the summer semester.

The process of disenrolment is regulated by Article 49 BayHSchG in conjunction with Section 20 *Immatrikulationssatzung*. Listed below are the three most common reasons for disenrolment:

- You are disenrolled at the end of the semester in which you pass your final examinations.
- You will be disenrolled if you failed all permissible attempts at passing an examination that you are required to pass as by the examination regulations. You will also be disenrolled if you are permanently unable to fulfil the requirements for the registration for an examination due to reasons under your control, unless you are changing your degree programme or subject.
- You will be disenrolled if you do not pay the semester fee which you have to pay in order to re-enrol or if you fail to submit your health insurance certificate to demonstrate that you have health insurance coverage.

If you would like to hand in the completed and signed form in person, please stop by the office of Student Affairs on Campus Hubland Nord during office hours (street address and office hours see footer overleaf). If you would like to send your application for disenrolment in the post, please send it to the postal address of Student Affairs (already printed on the form overleaf). In very urgent cases, you may email us your application for disenrolment.

Refund of fees:

1. It will only be possible for the University to refund fees that have already been paid for the semester in question if your application for disenrolment **and** the application for a refund of semester fees are received by Student Affairs **by no later than the first day of the lecture period** of the semester in question, and your student ID card (chip card) is attached to the refund application.
2. **After the end of the first day of the lecture period**, refunds can only be made for the semester in question upon application if the student has been **admitted and enrolled at another higher education institution in a restricted admission degree programme by no later than one month from the commencement of the lecture period** and if the application for a refund, together with the student ID card (chip card), has been received by us by before the end of that period. As proof that you satisfy these requirements, please attach the letter of admission and an enrolment certificate issued by your new university to your application for a refund. The same applies where students have **successfully completed an aptitude assessment procedure or aptitude test required for enrolment in a degree programme at another higher education institution, and have been enrolled at that other institution within one month.**

The application form for a refund of semester fees as well as information on the start dates of lecture periods is available on our website at http://www.studienangelegenheiten.uni-wuerzburg.de/beitraegeundgebuehren/rueckerstattung_von_beitraegen/.

Legal basis for data collection:

The legal basis for the collection of personal data is Section 42 Subsection 4 *Bayerisches Hochschulgesetz* (Bavarian Higher Education Act, BayHSchG) as amended from time to time. According to the aforementioned Act, every student is obliged to provide all personal data requested in this application for disenrolment in those fields that are not marked 'optional'. These data will be used by the University of Würzburg for administrative purposes in connection with disenrolment, for generating university statistics and for the quality management of degree programmes (graduate surveys). All data will be processed in accordance with the provisions laid down in the *Bayerisches Datenschutzgesetz* (Bavarian Data Protection Act, BayDSG) as amended from time to time.