

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**

97070 Würzburg

Note:

If you meet the prerequisites for a refund (see below), please attach this application to your application for disenrolment.

Application for refund of semester fees for the

I hereby apply for a refund of the semester fees paid for the above-referenced semester

totalling EUR to my account:

Account

holder:

IBAN:

BIC:

Financial

institution:

Buchungsvermerk

Betrag:

Datum:

Unterschrift:

Important information:

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.

Attachments: 1 student ID card (chip card)

yes

no

Signature

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

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 document in those fields that are not marked 'optional'. These data will be used by the University of Würzburg for administrative purposes in connection with enrolment and for generating university statistics. Failure to provide complete information may lead to a denial of enrolment in this degree programme. 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.

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.