



Eingegangen am:
(internal note)

Application for a refund of the semester fee, in full or in part

Reason (Please tick as appropriate):

- De-registration
 Leave of absence
 Possession of a severely disabled person's pass with token
 stay abroad
 others:

For the following semester (please insert year):

Winter semester

(Deadline 31. October of each year*)

Summer semester

(Deadline 30. April of each year*)

* earlier deadlines apply for the reason "stay abroad": 15.03. for Summer semester and 15.09. for Winter semester, see FAQ!

Family Name:

Given Name:

University:

- Otto-von-Guericke-Universität Magdeburg
 Hochschule Magdeburg-Stendal (location Stendal)
 Hochschule Magdeburg-Stendal (location Magdeburg)
 Hochschule Harz (both locations) → Amount is usually reimbursed automatically by the University!

Residential address
at place of study:

Home address:

Telephone no.:

eMail (mandatory):

Bank details:

Account holder:

IBAN:

Bank name:

BIC:

Comment on the application:

(please leave blank – internal note)

Place, date + SIGNATURE



Notes on the application

Please note: The application (page 1 only) must be submitted to the Studentenwerk Magdeburg (financial counselling) by the deadline. Subsequent submission of documents is possible.

By post by:

Studentenwerk Magdeburg
StudierendenService
J.-G.-Nathusius-Ring 5
39106 Magdeburg

via eMail:

refund@studentenwerk-magdeburg.de

If you have any questions, please contact:

Julia Kurtz (0391-6758357) or as a substitute to
Jennifer Beder (0391-6757582)

The application must also be accompanied by:

- Copy of proof of payment (bank statement or screenshot of online banking) and
- **+ additionally for exmatriculation:** copy of exmatriculation certificate and (OvGU only) original student ID card
- **+ additionally for leave of absence:** copy of enrolment certificate with note 'currently on leave of absence' (= „aktuell beurlaubt“)
- **+ additionally in the case of a token:** copy of certificate of enrolment and copy of valid disabled person's ID and copy of valid token
- **+ additionally for a stay abroad:** copy of certificate of enrolment and copy of Letter of Acceptance, Notification of Selection Results, Offer Accepted Letter, Certificate of Admission or other binding proof → **Attention!** Full 6 months in the semester must be proven, see FAQ!

Binding deadlines apply for the refund application in accordance with the current fee regulations („Beitragsordnung“) of the Studentenwerk Magdeburg. See also 'FAQ on the refund application'

StudentsService

Studentenwerk Magdeburg