

Anlage 08/1: Application for the refund of the (Deutschland-)Semestertickets

by post to:

Allgemeiner Studentischer Ausschuss
der Europa-Universität Viadrina
Große Scharrnstraße 59
15230 Frankfurt (Oder)

by email to:

asta-finanzen@europa-uni.de

Application for the refund of the (Deutschland-)Semesterticket according to the current fee regulations of the student body of Europa-Universität Viadrina

for the summer semester ____ / winter semester ____

personal information of the applicant:

last Name, first Name	
date of birth:	

email address:	
student ID number:	

account information of the applicant:

account owner:	
IBAN:	
BIC:	

reason for refund:

	Stay outside the scope of validity for study-related reasons for at least three full months (internship semester, study abroad semester, preparation of the thesis).
	Enrollment at another university within the scope of validity.
	Enrollment at least one month after the semester begins.
	Enrollment is revoked.
	Exmatriculation in the current semester.
	Leave of absence in the current semester.
	Illness that would qualify for a leave semester.

Documents to be submitted after the application:

The enrollment certificate and proof of payment of the semester fee must always be submitted.

- **In case of absence within the scope of validity:** For example, a copy of the internship contract, a copy of a foreign study certificate, proof of the preparation of the thesis outside the scope of validity, as well as a registration certificate or deregistration certificate from the residents' registration office.
- **In case of enrollment at a second university:** Enrollment certificate from the second university.
- **In case of exmatriculation:** Exmatriculation certificate.
- **In case of leave of absence:** Leave of absence certificate.
- **In case of illness and/or disability:** Medical certificate and a copy of the disability ID card.

note: Failure to utilize the (Deutschland-)Semesterticket does not entitle you to a refund of the transportation fee.

Applications for refunds for the summer semester must be submitted by October 1st, and applications for the winter semester by March 1st. I am aware that in the event of a refund of the transportation fee, my entitlement to travel with the semester ticket will be revoked.

place, date

signature of the applicant

Confirmation from the Enrolment Office / Service Point that the semester ticket has been paid for and has not been refunded.

stamp, signature