APPLICATION FOR REFUND OF SEMESTER BASIC FEES

Please fill out the form in <u>block letters</u>.

☐ Mr.   ☐ Ms./Mrs.   received on:

_____   _____
surname   given names

_____   _____
date of birth   place of birth

_____
address at Schmalkalden

_____
emailadress

                                                    ☐ SS 20 ……   ☐ WS 20 ……/20 ……
_____   _____
matriculation number   begin of the study = year

_____   _____
IBAN-account number)   BIC

_____
name, city and country of the bank

Fill in the following information, if the applicant and the account holder are not the same!

_____
name of the account holder if different from the applicant

_____
address of the account holder if different from the applicant

The basic semester fees will be reimbursed, if the student registers their main residence in Schmalkalden.

This also applies to students who have already registered their main residence in Schmalkalden before beginning their studies.

The application has to be submitted <u>once</u> at the beginning of the studies. The reimbursement will be made only by bank transfer. The deadline for submissions is either 31/05/ or 30/11/ of the year. Please send the application back to the citizens' centre of Schmalkalden by e-mail: semesterantrag@schmalkalden.de

The basic semester fees are reimbursed for a maximum period of eight semesters and if the student has not yet reached the age of 30 at the beginning of the semester (01/04/ or 01/10/).

Applicants are obliged to inform the citizens' centre of Schmalkalden immediately of any change in the circumstances (legal registration status, matriculation status, bank details) which are relevant for the reimbursement of semester fees. The reimbursement of the semester fees is generally made **after** the end of the semester (May/June for winter semester or October/November for summer semester) as well as after the university has checked the correct enrolment and the registration examination by the city of Schmalkalden has taken place. There is no legal claim to the reimbursement of basic semester fees.

Overpaid basic semester fees must be refunded immediately!

By signing, I acknowledge the implementing regulations of the town of Schmalkalden regarding the reimbursement of basic semester fees and consent to the collection and further processing of my personal data necessary for processing my application.

_____   _____
place, date   signature