

Application for Refund of the Student Fee

Antrag auf Rückerstattung des Studierendenbeitrags

ASTA Universität zu Lübeck
Ratzeburger Allee 160
Haus 24
23562 Lübeck

Personal Info:

Name, First name

if possible: Enrolment number
("Matrikelnummer")

Semester (i.e. WiSe 22/23)

E-Mail

Bank account number/IBAN

BIC

- I have booked the semester ticket as a physical ticket. (Must be attached to ensure invalidation)
- I have booked the semester ticket as an online ticket. (Will be invalidated)
- I have so far not booked the semester ticket (Please don't book it from now on to ease the refund process.)

Reason for Refund(gemäß Beitragssatzung)	Proofs to be attached
<input type="checkbox"/> Semester abroad	Proof of transaction ¹ Proof by SSC
<input type="checkbox"/> Cancellation of enrolment	Proof of transaction ¹ Bestätigung vom SSC
<input type="checkbox"/> Disability	Proof of transaction ¹ Bestätigung der Behinderung ²
<input type="checkbox"/> False transaction	Beleg beider Überweisungen ¹
<input type="checkbox"/> Exmatriculation	Proof of transaction ¹ Proof by SSC
<input type="checkbox"/> Online study course	Proof of transaction ¹ Proof of Immatriculation
<input type="checkbox"/> Internship/thesis writing ³	Proof of transaction ¹ Proof by the workplace ^{1,4}
<input type="checkbox"/> Holiday semester	Proof of transaction ¹ Proof by SSC
<input type="checkbox"/> Deutschland-Semesterticket provided by another university	Proof of transaction ¹ Deutschland-Semesterticket by the other university

I understand that this application only covers the refund of the ASTA fees, the semester ticket, theatre portion of the culture ticket and the sponsorship of university sports. I agree to the refund of partial amounts or the cancellation of my student ID if necessary. I am also aware that only complete applications can be processed, that the semester ticket can only be refunded in full and that all documents must be received no later than 28 days after the start of the semester. I will contact the Studentenwerk Schleswig-Holstein, Westring 385, 24118 Kiel for the refund of the Studentenwerk fee.

Place, Date

Signature

¹Unnecessary and sensible information may be redacted.

²Copy of the Disability ID card ("Schwerbehindertenausweis") incl. supplementary sheet with valid token or medical proof that transport by public transport is not possible due to the disability.

³Including Bachelor Thesis, Master Thesis and Promotion

⁴The document must state the name and duration of employment. Confirmations from research institutions or similar are also possible.