

Postal address:
Hochschule Darmstadt
Schöfferstraße 3
64295 Darmstadt
Germany

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www.h-da.de/ssc

APPLICATION FOR REIMBURSEMENT

Summer semester (SS) _____ or winter semester (WS) _____

Completed applications for reimbursement must be received by April 30th (SS) or October 31st (WS) at the latest.

Student ID/applicant no. _____ Degree programme _____

Personal details

Last Name _____ First Name _____

Street, house no. _____

Postcode _____ Town/city _____

Tel. _____ Email _____

Reason for reimbursement:

(Please select) **Change of university**
The following documents must also be submitted: application for disenrolment, the student documents received from us (h_da Campus Card) and your enrolment certificate from your new university.

The administration charge of EUR 50 will not be reimbursed. In cases of late re-registration an additional penalty of EUR 30 will also be withheld.

Withdrawal from the re-registration
Prerequisite: Your final degree was registered in the previous semester or You have properly de-registered by the end of the previous semester.
The CampusCard must be presented in both cases.

Application without enrolment
Payment of the semester fee without enrolment.

Penalty for late payment was paid as a precaution but the money was transferred in time

Amount to be reimbursed: EUR _____ €

Bank account details

Account holder _____

Name of bank _____

IBAN _____

SWIFT code (BIC) _____

Place, date _____ Signature _____

For official use by the h_da. Please leave blank.

Information and calculation are correct: EUR _____ €

Payment received: _____ Campus Card withdrawn

Campus Card validated as of: _____ Campus Card returned to student