

**Postal address:**  
Hochschule Darmstadt  
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64295 Darmstadt  
Germany

[helpdesk@h-da.de](mailto:helpdesk@h-da.de)  
[www.h-da.de/ssc](http://www.h-da.de/ssc)

## APPLICATION FOR REIMBURSEMENT

Summer semester (SS) \_\_\_\_\_ or winter semester (WS) \_\_\_\_\_

Completed applications for reimbursement must be received by April 30<sup>th</sup> (SS) or October 31<sup>st</sup> (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.

**Re-registration was precautionary**  
After precautionary re-registration, the student was disenrolled at the end of the previous semester. The following documents must also be submitted: the student documents received from us (h\_da Campus Card).

**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Payment received: \_\_\_\_\_  Campus Card withdrawn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