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|--|----------------------|---|
| (Filled out by the department 1: Registrar's Office) | | Student ID <input type="checkbox"/> yes <input type="checkbox"/> no |
| Date of receipt | Date edited / editor | |



APPLICATION FOR REVOCATION OF ENROLMENT

for the winter/ summer semester _____

Surname, first name: _____

Date of birth: _____

Matriculation number: _____

Course of studies: _____

Phone number: _____

Department1: Registrar's Office

PF 900 221, 99105 Erfurt

Phone: 0361 737 5100

Fax.: 0361 737 5109

E-Mail: studierendenangelegenheiten@uni-erfurt.de

Office Hours:

Mondays - Thursdays, 12.00 noon - 3.00 pm

or by arrangement

This application must be submitted before the start of the semester, i.e. for the **summer semester** by **31st March at the latest**, or for the **winter semester** by **30th September at the latest** to the Department 1: Registrar's Office (**cut-off deadline**).

In the case of revocation within the aforementioned deadline, you will be deemed not to be enrolled.

For the purpose of meeting the deadline, you can use the **in-house mailbox at the main gate of the Nordhäuser Straße campus (until midnight)**.

I hereby withdraw from my enrolment effective immediately.

Place, Date _____ **Signature student** _____

Notices:

1. A refund of the fees and charges paid by you as a prerequisite for enrolment will only be made upon application (see 2nd page). If your student ID (thoska) has already been issued, the refund amount will be reduced by the fee for the student ID. The refund of the partial amount for the Deutschlandsemesterticket can only be made by the Studierendenwerk Thüringen and must be applied for separately in due time.
2. If your application for revocation is received **after 31st March** (for the summer semester) or **after 30th September** (for the winter semester) or **incomplete**, you will be considered enrolled **for the current semester**. In this case, you can only apply for exmatriculation to terminate your studies at the University of Erfurt. In this case, a refund of fees and charges can only be applied for if you can prove that you have accepted a place on a **restricted-admission course at another university** in the first month of the semester (letter of admission and certificate of enrolment).

(Filled out by the Department 1: Registrars's Office)
Date of receipt _____ Date edited / editor _____



APPLICATION FOR REFUND

of paid fees and contributions for the

winter-/ summer semester _____

Personal Data:

(Please fill out legibly and completely!)

surname, first name: _____
enrolment or application number: _____
street and number: _____
postal code, city: _____
phone number: _____

Bank details:

payment recipient: _____
BIC: _____
IBAN: _____
Bank name: _____

I request the refund

- of long-term study fees.
- of fees and contributions.

The refund of the partial amount for the Deutschlandsemesterticket can only be made by the Studierendenwerk Thüringen and must be applied for there separately in due time. <https://www.stw-thueringen.de/finanzen/semesterbeitrag/befreiung-und-rueckzahlung.html>

Attention:

- For a refund of the semester fee, the application must be submitted to the Department 1: Registrar's Office before the start of the semester. (start of the semester: Wintersemester: 01.10., Sommersemester: 01.04.)

Datum _____ **Unterschrift Antragsteller(in)** _____

Ermittlung des zu erstattenden Betrages (wird von Hochschule ausgefüllt):
Erstattungsbetrag = _____, _____ €
Begründung: Exmatrikulation **vor** Semesterbeginn Überzahlung
 Beurlaubung **vor** Semesterbeginn Erlass Langzeitstudiengebühren
 Rücknahme der Immatrikulation onstiges: _____
Auszahlungsanordnung:
sachlich richtig _____ und _____ rechnerisch richtig _____

Unterschriften

Department 1: Registrar's Office

PF 900 221, 99105 Erfurt
phone: 0361 737 5100
fax: 0361 737 5109
E-Mail: studierendenangelegenheiten@uni-erfurt.de

Office hours:
Monday - Thursday 12-3 p.m.
or by arrangement