Office of Student and Academic Affairs   Visitor address: Campus.Office, Geschwister-Scholl-Straße 15, 99423 Weimar

PETITION FOR REIMBURSEMENT OF THE SEMESTER CONTRIBUTION/ LONG-TERM STUDY FEES

Petitioner

Last name _____   First name _____

Date of birth _____   Postal code,Town/City _____

Street, House no. _____

Registration number _____   Applicant number _____

Course of study _____

I hereby request reimbursement for the following reason:

○ De-registration at the end of last semester (please include thoska card, non-validated for the current semester) [1]

○ Leave of absence (please include thoska card for devalidation)

○ Withdrawal prior to enrolment

○ Cancellation of enrolment [3]

○ Reimbursement of long-term study fees [2]

○ Other (please indicate reason) _____

Notes on reimbursement

[1] Petitions for reimbursement following re-registration or de-registration effected in the prior semester must be submitted to the Bauhaus-Universität Weimar, Office of Student and Academic Affairs within the first ten days of the subsequent semester. Petitions submitted thereafter cannot be processed.

[2] Students may request reimbursement of long-term study fees within one month after receiving a positive response to their petition for a waiver of long-term study fees.

[3] Students who withdraw their name from the registry (cancellation of enrolment) must submit their petition for reimbursement within 4 weeks following enrolment. Petitions submitted thereafter cannot be processed.

Name and address of account holder, if different from petitioner:

Last name _____   First name _____

Street, House no. _____

Postal code,Town/City _____

Paid amount _____   Date of payment _____

Please refund payment to the following account:

IBAN _____

BIC _____

Bank _____

Account holder _____

Date of petition _____   Signature _____

Processed

Date _____   Signature _____