



Student Administration

Wilhelmstraße 19
72074 Tübingen

**Application for refund
of tuition fee / administration fee**

Refund of student services fee and student union fee upon termination of enrollment:

Please note that a refund of student services fee and student union fee paid for the Studierendenwerk Tübingen-Hohenheim (<https://www.my-stuwe.de/unternehmen/studierendenwerksbeitrag/>) or the Verfasste Studierendenschaft (<https://www.stura-tuebingen.de/kontakt/>) must be applied for separately.

Postmarked:

Student ID no.:		<input type="checkbox"/> Ms	<input type="checkbox"/> Mr
Family name:		First name:	
Street, no.:		Postcode, town:	
Email*:		Phone*:	

(* not compulsory but helpful for processing your application)

I hereby apply for a refund of the fee which I have already paid to the University of Tübingen (see below) for summer semester _____ winter semester _____

<input type="checkbox"/> TUITION FEE (1.500,- € or 650,- €) for the following reason (please mark relevant box with an x): <input type="checkbox"/> Exemption from / Exception of tuition fee <input type="checkbox"/> Termination of enrollment <u>within one month of the start of the lecture period</u> <input type="checkbox"/> Leave of absence (i.e. application for leave of absence lodged with University of Tübingen <u>before the start of the lecture period</u>)	<input type="checkbox"/> TUITION FEE (850,- € or 600,- €) for further education program ===== <input type="checkbox"/> ADMINISTRATION FEE (70,- €) for the following reason (please mark relevant box with an x): <input type="checkbox"/> Exemption from administration fee <input type="checkbox"/> Termination of enrollment <u>within one month of the start of the lecture period</u>
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Bank details for refund	
Name of bank:	
IBAN:	
Account holder (if different from applicant):	

Place, date:	Signature:

Bearbeitungsvermerk der Studierendenabteilung:	Rückzahlung: <input type="checkbox"/> WiSe _____ <input type="checkbox"/> SoSe _____
<input type="checkbox"/> Befreiung / Ausnahme Studiengebühr _____ (Semester)	<input type="checkbox"/> 1.500,- € Studiengebühr Internat. Studierende
<input type="checkbox"/> Befreiung Verwaltungskostenbeitrag _____ (Semester)	<input type="checkbox"/> 650,- € Studiengebühr Zweitstudium
<input type="checkbox"/> Exmatrikulation zum _____ (Datum)	<input type="checkbox"/> 70,- € Verwaltungskostenbeitrag
<input type="checkbox"/> Urlaubsantrag: Eingang am _____ (Datum)	<input type="checkbox"/> 850,- € Weiterb. Ev. Theol. Berufsqualifizierte
	<input type="checkbox"/> 600,- € Weiterb. Schulm. u. Leadership
Datum, Unterschrift:	<input type="checkbox"/> STU erfasst <input type="checkbox"/> Statistik