

# Request for reimbursement of the contribution to administrative costs and contribution for the constituted student body

Hochschule Aalen



I hereby apply for a refund

- ☐ of the contribution to administrative costs  
☐ of the contribution for the constituted student body

for the

- ☐ SS \_\_\_\_\_ ☐ WS \_\_\_\_\_

for the following reason:

- ☐ De-registration as of \_\_\_\_\_  
☐ Rejection of the study place after referral

Notes from the university

## My data:

Matriculation No. \_\_\_\_\_

ZIP CODE \_\_\_\_\_

Name \_\_\_\_\_

Location \_\_\_\_\_

First name \_\_\_\_\_

Telephone \_\_\_\_\_

Street \_\_\_\_\_

e-mail \_\_\_\_\_

## Bank details:

IBAN \_\_\_\_\_

BIC \_\_\_\_\_

Banking institution \_\_\_\_\_

Account holder \_\_\_\_\_

I confirm that the information I have provided is correct and complete.

Date and signature \_\_\_\_\_

Only to be completed by the university

### Disbursement order:

- ☐ Payment has been received  
☐ Factually and mathematically correct

### Reimbursement:

- ☐ 80,00 Euro ☐ 12,00 Euro (VS)  
☐ 650,00 Euro ☐ 1500,00 Euro

Date and signature \_\_\_\_\_

### Spot check

Date and signature \_\_\_\_\_

### Repayment of customer credit note

	€	€
Debtor no.	601590 Domestic 601591 Abroad	601590 Domestic 601591 Abroad
St.Kz./Geschb.	A3	A3
G/L account/A/D	51000000	48900100
Cost center	8050699999	—
Fund	80501004	—
Reconciliation account	24000000 Domestic 24100000 Abroad	24000000 Domestic 24100000 Abroad
Booking number		
Signature of the authorizing officer		

☐ Application for reimbursement of the student union fee was submitted



## Application for reimbursement of the student union fee

Semester periods: 01.03. to 31.08. and 01.09. to 28.02.

I hereby apply for a refund of the student union fee for the semester \_\_\_\_\_

### Reasons and deadlines according to the Studierendenwerk's contribution regulations:

(note that a refund can only be made after submission of the proof specified below).

<input type="checkbox"/> Cancellation of enrollment for first-time/new enrollment before the start of the semester or exmatriculation by 30.09. in the winter semester or by 31.03. in the summer semester at the latest <b>Evidence:</b> <input type="checkbox"/> Certificate from the Registrar's Office confirming the cancellation of enrollment or note from the university (see below) or (please enclose)      Certificate of exmatriculation from the university  <input type="checkbox"/> Proof of contribution payment	
<b>Deadline: Receipt of the application by the Registrar's Office or Student Services by the end of the month in which the lecture period began</b>	

<input type="checkbox"/> Exmatriculation from the previous university and admission to another university by 30.09. in the winter semester or by 31.03. in the summer semester at the latest and subsequent matriculation <b>Evidence:</b> <input type="checkbox"/> Certificate of exmatriculation from the previous university (please enclose) <input type="checkbox"/> Certificate of enrollment and (if available) letter of admission from the new university  <input type="checkbox"/> Proof of contribution payment for the previous university	
<b>Deadline: Receipt of the application by the Registrar's Office or Student Services by the end of the second month in which the lecture period begins.</b> <b>start was</b>	
<input type="checkbox"/> Double payment for enrollment at several universities listed in the fee regulations <b>Evidence:</b> <input type="checkbox"/> Proof of contribution payments for both universities	

#### Details of the study place:

Name of the university <b>Aalen University of Applied Sciences</b>	
Matriculation number	
Surname, first name	Date of birth
Street, house number	
ZIP code, city	
E-mail address (for any queries)	

#### Bank details:

Account holder
IBAN
BIC
Financial institution
Date, signature
Telephone number (for any queries)

**The date on which the application is received by the Studierendenwerk Ulm or the Registrar's Office of your previous university is decisive for the timely submission of the application. Reimbursement is no longer possible after the deadlines mentioned. Evidence can be submitted after the deadlines if the application has been received by the Studierendenwerk Ulm, Postfach 40 79, 89030 Ulm or the Student Administration Office of your previous university within the respective deadline.**

If you have not started your studies or you do not yet have the certificate of exmatriculation, please have the following section completed by the Registrar's Office of your university.

### Note from the university

- ☐ The above-mentioned applicant was not enrolled. The rejection of the study place was received by \_\_\_\_\_ at the Registrar's Office.
- ☐ The above-mentioned applicant applied for de-registration \_\_\_\_\_ and was accepted \_\_\_\_\_ exmatriculated.
- ☐ He/she has paid the contribution.
- ☐ This is the cooperative study program: ☐ Mechatronics/System Engineering

Date/Signature

Stamp of the university