

Eingegangen am:
(internal note)

Application for a refund of the semester fee, in full or in part

Reason (Please tick as appropriate):

- De-registration
 Leave of absence
 Possession of a severely disabled person's pass with token
 stay abroad (only OVGU!)
 others:

For the following semester (please insert year):

Winter semester
(Deadline 31. October of each year*)

Summer semester
(Deadline 30. April of each year*)

* earlier deadlines apply for the reason "stay abroad", see FAQ!

Family Name:

Given Name:

- University: Otto-von-Guericke-Universität Magdeburg
 Hochschule Magdeburg-Stendal (location Stendal)
 Hochschule Magdeburg-Stendal (location Magdeburg)
 Hochschule Harz (both locations) → Amount is usually reimbursed automatically by the University!

Residential address at place of study:

Home address:

Telephone no.:

eMail (mandatory!):

Bank details:

Account holder: IBAN:

Bank name: BIC:

Comment on the application:

(please leave blank – internal note)

Place, date + SIGNATURE