

Request for refund of contribution
Studierendenschaft der Europa-Universität Flensburg

for the springsemester **2024**



Nur vom ASTA-Büro auszufüllen!

Eingang:

 An den
 AstA der Europa-Universität Flensburg
 Beitragserstattungsabteilung
 Auf dem Campus 1
 24943 Flensburg

Name:
 Vorname:
 Anschrift:
 PLZ/Ort:
 Telefon:

No reimbursement without supporting documents. The application must be accompanied by

- **a receipt for the fees paid**
- **a certificate of enrollment or a certificate of exmatriculation or withdrawal from the study place.**

For the above mentioned semester I apply for the refund of the fee for the semester ticket only (149,10 EUR) due to [please mark].

149,10

- Severe disability / public transport exemption (copy of severely disabled person's ID card and token is attached / copy of proof of free public transport is attached).
- Absence: studyrelated distance from the place of study. Proof that I will not be in Schleswig-Holstein for at least 15 weeks in the semester is enclosed (e.g. certificate from a foreign university confirming that I have been admitted as a student there) and doctoral students who
- a) can prove their permanent residence outside the area of application as well as
 - b) can present a certificate from the person supervising the doctoral thesis stating that it is not necessary for them to be present within the area of validity of the semester ticket.

170,60

For the above-mentioned semester, I apply for a refund of the contributions to the student body and to the Semesterticket (170,60 EUR) due to [please mark]:

- Exmatriculation** Proof: copy of the certificate of exmatriculation.
- Withdrawal from the study place** Proof: Certificate of withdrawal from the study place.
- Leave of absence from studies** Evidence: Copy of bank statement proving the transfer of the contribution and certificate of leave of absence from studies.
- For the mentioned semester, I request a refund of the overpayment of the fee in the amount of EUR.

Ablehnung
 Bescheid hängt an

The basis for the reimbursement of contributions is the contribution regulations of the student body of the Europa Universität Flensburg. I have read the contribution regulations of the student body and am aware that the AstA can only process and refund complete applications. Without the required evidence, the AstA must reject the application. I am aware of the deadlines stated in the contribution regulations: **The application must be submitted up to 4 weeks after the start of lectures.** A refund will be made no earlier than four weeks after the application has been submitted.

Place, date

 Signature applicant

Matr.-No.: If no matriculation no. available, applicant no.

e-mail: @studierende.uni-flensburg.de

alternative Email:

Account (IBAN): DE / / / / /

BIC:

ausgetragen

Excerpts from the Contribution Statutes of the Student Body of the European University Flensburg
(non-binding translation)

§ 1 General

- (1) In order to fulfill its legal duties, the student body levies contributions from its members, the enrolled students..
- (2) Details on the amount of the fees, their due date, reimbursement of fees and exemption from fees are regulated by these statutes.

§ 2 Amount of Contributions

- (1) The student body contribution pursuant to § 74 HSG shall be 170,60 euros for each member (...) as of the springsemester 2024.
- (2) The student body contribution shall consist of the contribution share to the student body in the amount of 20.00 euros and a contribution share for measures that enable students to use public transportation at the lowest possible cost pursuant to § 72 (2) number 4 HSG (semester ticket). The amount of the contribution share for the local semester ticket is 36,00 euros, the contribution share for the statewide semester ticket is (...) from the spring semester 2024 113,10 euros, In addition to this, 1,50 euros is charged to finance costs that may arise due to reimbursement services in individual cases or to grant an exemption from student body contributions according to § 74 paragraph 2 sentence 3 HSG in individual cases.

§ 3 Due date

- (1) The student body fee is due on the last day of the period of enrollment or re-registration. Proof of payment of the fee is a prerequisite for enrollment or re-registration.
- (2) The contribution to the student body and for the semester ticket is collected together with the contribution for the Studentenwerk Schleswig-Holstein.
- (3) Bank details and payment deadlines can be found on a public notice or on the re-registration form.

§ 4 Reimbursement of fees

- (1) Refunds must be applied for in accordance with § 5.
- (2) Overpayment: Applications for refunds of excess fees can be made by submitting the payment voucher.
- (3) Exmatriculation, cancellation of enrollment: Students who exmatriculate, are exmatriculated, or whose enrollment is cancelled by the end of the first month of the semester will be reimbursed for the student body contribution in accordance with paragraph 1 upon presentation of a certificate from the university.
- (4) Leave of absence: Students who are on leave of absence for the current semester will be reimbursed for their share of the student body fees in accordance with paragraph 1 upon presentation of a certificate of leave of absence.
- (5) Semester ticket: The contribution to the semester ticket is reimbursed
 1. to Students who are entitled to free transportation on public transport according to § 228 SGB IX and who are in possession of an ID card with a valid token,
 2. Students who are demonstrably unable to use public transport due to a recognized severe disability,
 3. Students who can prove that they have been staying for more than 15 weeks at an institution outside the area of validity for study reasons.
 4. Students according to § 4 paragraph 3 and 4, this statute and
 5. doctoral students who do not have a qualification or project position at the European University of Flensburg and who live outside the area of validity of the semester ticket, shall be reimbursed in accordance with paragraph 1 upon presentation of appropriate proof.

§ 5 Procedure for reimbursement of fees

- (1) Applications for reimbursement of fees must be submitted to the General Students' Committee (AStA) no later than four weeks after the start of lectures. The AStA Executive Committee shall decide on them on the basis of these statutes. A form available from the AStA regulates the reimbursement or payment. Applications for refunds according to § 4 paragraph 2 of these statutes are exempt from this deadline
- (2) The application for reimbursement must be made by the person entitled to make the application or by a person authorized to do so in writing, presenting the original documents of the required certificates and proofs. The AStA may accept copies of these documents.
- (3) If an applicant can credibly document that he or she has exceeded the application deadline through no fault of his or her own, the AStA Board may grant the late application. Applications received after the end of the semester to which they relate must be rejected in any case
- (4) Semester tickets in paper form must be enclosed with the application for reimbursement in accordance with § 4 paragraphs 3, 4 and 5 of these statutes. The ticket will be retained if the application is granted. In the event that the application is rejected, it shall be returned.
- (5) If the application is rejected, an objection may be lodged in writing with the AStA Executive Board within one month of notification of the decision.