

Application for the refund of the semester fee

ASTA FH-Kiel
Semesterticket Referat
Heikendorfer Weg 93c
24149 Kiel

!!! PLEASE NOTE !!!
You can find the deadlines for
the application in our pamphlet.
!!! PLEASE NOTE !!!

<u>To be filled in by the AStA</u>	
Vollständig: <input type="checkbox"/>	Bearbeitungs-Nr.:
Angenommen: <input type="checkbox"/>	Eingang
Abgelehnt: <input type="checkbox"/>	

Sender:

Name : _____ Given Name : _____

Street : _____ ZIB/Place : _____

Matriculation No. [„Matrikelnummer“] : _____
(Applicant – No [Bewerbernummer] when deletion of registration)

Mail : _____
(IMPORTANT)

Phone: _____
(IMPORTANT)

Fort he following semester:

SS 20 ____ oder WS 20 ____ / ____

Field of study:

_____ Attendance or online

Reason of Application:

Please cross the applicable reason and hand in **all** documents required.

De – Matriculation or Deletion of Registration:

- Copy of „Exmatrikulationsbescheinigung“ [confirm of de – matriculation]
or
- Copy of „Löschung der Einschreibung“ [Deletion of registration]

Study – conditioned absence (physiotherapy)

- Copy of „Schulbescheinigung“ [enrollement documentation]
- Student – ID (chip card)

Study – conditioned absence (obligatory internship)

- Copy of „Praktikumsbescheinigung“ [internship attestation]
- Student – ID (chip card)

Study – conditioned absence (semester abroad)

- Copy of „Auslandssemesterbestätigung“ [semester abroad confirmation]
- Student – ID (chip card)

Holiday Semester

- Copy of the „Urlaubssemesterbescheinigung“ [holiday semester confirmation]
- Student – ID (chip card) (remains with the AStA during the holiday semester)

Disabled Person

- Copy of „Schwerbehindertenausweis [disabled person´s pass]
(Mark: „G“, „aG“, „H“ or „BL“)
- Student – ID (chip card)

Possession of a personalised ticket for surrounding areas:

- Copy of „personengebundenes Umlandticket“ [personalised ticket for surrounding areas]
- Student – ID (chip card)

Incorrect transfer / multiple transfer

- Copy of bank account statement
- Copy of „Stuibenbescheinigung“ [certificate of study] (for the semester to be refund)
- Paid re-registration fee in total: _____ €
- Re-registration fee issued by the FH: _____ €

Application for a hardship case

- Written reasoning for the hardship case (please add attestations)
- Student – ID (chip card)

Bank Account Information:

Depositor: _____

IBAN : _____

BIC : _____

Bank: _____

With my signatur I confirm to hace read and accept the **pamphlet about the refund of the semester fee.**

Place

Date

Signature of applicant

A transfer is not possible before end of April (SS)

resp. end of October (WS).

For further question please contact: semesterticket@asta.fh-kiel.de

!!! An application not arriving on schedule cannot be considered !!!