

Withdrawal from University („Exmatrikulation“)



Application to withdraw from university

Goethe-Universität
Studien-Service-Center
Studierendensekretariat
60629 Frankfurt

Name, Surname

Registration number

Street address, house number

Telephone (optional)

Postcode, city

Email (optional)

Date of birth

Nationality

Reason for withdrawal:

- Completion of studies after passing the exams. **Date of exam:** _____ **Grade:** _____
- Completion of studies, exams not yet taken
- Completion of studies without exams and no re-take possible
- Change of university
- Military service or community service
- Abandoning or pausing studies
- De-registration by the university due to failure by the student to re-register or to prove health insurance cover
- End of studies after definite failure of the exams / preparatory exams
- Other reasons: _____

I herewith apply to withdraw from the university

- effective as of the end of the summer semester _____ with immediate effect (date of this application)
- effective as of the end of the winter semester _____ / _____

I have read and understood the "information regarding de-registration", in particular regarding possible reimbursement of semester fees.

Date _____

Signature _____

Not to be filled in by applicant:

De-registration takes effect on: _____

Further comments: _____

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Information regarding

DE-REGISTRATION (“EXMATRIKULATION”)

Upon withdrawal and de-registration (“Exmatrikulation”), a student irrevocably leaves the university, e.g. after completion of his or her studies or when transferring to another university.

Deadlines: It is possible to withdraw at any time during an on-going semester. Subject to the provisions listed further below, students can withdraw with retroactive effect, i.e. withdrawal is possible with effect for the preceding summer semester by 31st October and by 30th April with effect for the preceding winter semester.

After these dates it is no longer possible to withdraw with effect for a preceding semester.

If a student has already re-enrolled for a subsequent semester and then withdraws by 30th September for the summer semester, or by 31st March for the winter semester, the study fees already paid for the subsequent semester will be reimbursed in full, reduced by any charges for late re-enrolment, if applicable.

If a student applies for withdrawal during the period 1st-31st October for the preceding summer semester, or during the period 1st-30th April for the preceding winter semester, any study fees that have already been paid for the subsequent semester can only be reimbursed if the student’s Goethe Card has not yet been validated for the subsequent semester and if it is submitted. **Such reimbursement will be reduced by an administrative fee of €50 pursuant to § 56 of the University Act of the State of Hesse (“Hessisches Hochschulgesetz”) and, if applicable, by charges for late re-enrolment.**

If the Goethe Card has already been validated or if it is not submitted, there is no claim for reimbursement! Therefore we recommend you validate the Goethe Card for any subsequent semester only once you are certain to continue your studies at the Goethe University in the respective semester.

Procedure: You can download the form from <http://www.uni-frankfurt.de/35793976/a-rueckzahlung.pdf> or get it from the Studien-Service-Center. Please fill in the original and the copy and sign and send **both** to the Studien-Service-Center / Students Office (“Studierendensekretariat”). You will then receive proof of de-registration, as well as documentation concerning pension claims, by mail. You can also hand in your application in person at the Students Office.

Documents: If you have already re-enrolled for the subsequent semester, you must submit your master data sheet (computer print-out including all academic transcripts) and the Goethe Card. Please note that any money loaded onto the Goethe Card can not be reimbursed! For further information, go to http://www.rz.uni-frankfurt.de/49215517/application_englisch

Send your application to: J. W. Goethe-Universität, Studierendensekretariat, 60629 Frankfurt.

Miscellaneous: If you wish to change your degree, your study area or your study subject, it is not necessary to apply for withdrawal. Rather, you must apply to change your study area.