

# Repayment

## Request for reimbursement

Goethe-Universität  
Studierendensekretariat  
60629 Frankfurt am Main

\_\_\_\_\_  
Name, First Name

\_\_\_\_\_  
Address:

\_\_\_\_\_  
Matriculation Number:

\_\_\_\_\_  
Postal Code, Residential Address:

\_\_\_\_\_  
Phone Number:

I request the repayment of EUR \_\_\_\_\_ for the summer / winter semester \_\_\_\_\_

Reason for repayment:  Cancellation of re-registration (see attached information)  
 Exmatriculation  
 Other reason \_\_\_\_\_

The semester fees were paid \_\_\_\_\_

I have attached proof of the amounts paid (e.g. copy of the bank statement).

### Please transfer the amount to the following account:

Name of account holder: \_\_\_\_\_

Bank name:: \_\_\_\_\_

Place: \_\_\_\_\_

IBAN: \_\_\_\_\_

BIC/SEPA: \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

### Not to be filled out by the applicant:

Hj.	Kostenstelle / Projektnummer:
	4890 03____

### Auszahlungsanordnung über Einzelzahlungen

1	Zuständig	Finanzbuchhaltung der Goethe-Universität Frankfurt am Main
2	Betrag	

Sachlich richtig \_\_\_\_\_  
(Unterschrift, Amtsbezeichnung bzw. Verg.-Gruppe)

Veranlasst am:

\_\_\_\_\_  
(Unterschrift des Anordnungsbefugten)

Eingangsstempel der FIBU:

### Bescheinigung der FIBU

Ausgezahlt durch	Euro	Handzeichen
Spargiro		
Beleg-Nr.		
Kreditor		

am: \_\_\_\_\_

\_\_\_\_\_  
Unterschrift nach VV Nr. 48 zu § 70 LHO)

# Repayment

COPY

## Request for reimbursement

Goethe-Universität  
SSC Studierendensekretariat  
60629 Frankfurt am Main

Name, First Name \_\_\_\_\_

Address: \_\_\_\_\_

Matriculation Number: \_\_\_\_\_

Postal Code, Residential Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

I request the repayment of ~~euros~~ EUR \_\_\_\_\_ for the summer / winter semester

Reason for repayment:  Cancellation of re-registration (see attached information)

Exmatriculation

Other reason \_\_\_\_\_

The ~~contributions~~ semester fees were paid \_\_\_\_\_ ~~on-~~

I have attached proof of the amounts paid (e.g. copy of the bank statement).

### Please transfer the amount to the following account:

Name of account holder: \_\_\_\_\_

Bank name:: \_\_\_\_\_

Place: \_\_\_\_\_

IBAN: \_\_\_\_\_

BIC/SEPA: \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

### Not to be filled out by the applicant:

Hj.	Kostenstelle / Projektnummer: 4890 03____
-----	--

### Auszahlungsanordnung über Einzelzahlungen

1	Zuständig	Finanzbuchhaltung der Goethe-Universität Frankfurt am Main
2	Betrag	

Sachlich richtig \_\_\_\_\_  
(Unterschrift, Amtsbezeichnung bzw. Verg.-Gruppe)

Veranlasst am: \_\_\_\_\_

\_\_\_\_\_  
(Unterschrift des Anordnungsbefugten)

Eingangsstempel der FIBU:

### Bescheinigung der FIBU

Ausgezahlt durch	Euro	Handzeichen
Spargiro		
Beleg-Nr.		
Kreditor		

am: \_\_\_\_\_



## Information about

# REPAYMENT

If you have already transferred the student fees for the coming semester to the J. W. Goethe University, but want to withdraw from the re-registration or de-register after completing the re-registration, you can apply for the repayment of the student fees as follows:

I. Students who only apply for their de-registration at the end of the semester after they have already re-registered for the next semester will receive a refund of the semester fee paid for the next semester, provided that the application for repayment has been submitted by March 31 (if they have already re-registered for a summer semester) and September 30 (if you have already re-registered for a winter semester). Any late fee due to late re-registration will not be refunded.

II. Students in higher semesters who are exmatriculated by the end of the first month of the semester at the latest will have the semester fee refunded minus the administration fee of €50 if they present their student ID (Goethe-Card) that has not yet been validated. Any late fee due to late re-registration will not be refunded. See also: <https://www.uni-frankfurt.de/94430692/Exmatrikulation>

III. First-year students who declare their withdrawal from enrollment before the start of the semester apply for a refund of the semester fees they have paid by means of the "Application for withdrawal from enrollment". See also:

[https://www.uni-frankfurt.de/94430606/R%C3%BCcktritt\\_von\\_der\\_Einschreibung\\_R%C3%BCckmeldung](https://www.uni-frankfurt.de/94430606/R%C3%BCcktritt_von_der_Einschreibung_R%C3%BCckmeldung) .

The semester fee will be refunded less €80 (administrative fee: €50 plus fee for withdrawal from enrollment: €30). The same applies in the case of withdrawal after the start of the semester by the end of the first month at the latest, if the student ID (Goethe-Card) that has not yet been validated is presented.

Deadlines: The repayment of semester fees can be requested by October 31 for a winter semester and April 30 for a summer semester, taking into account the above regulations.

Procedure: This completed and signed application and any documents to be attached to the application (see below) can be submitted to the Student Secretariat by post.

Application address: J. W. Goethe University, Registrar's Office, 60629 Frankfurt

Evidence: Evidence of the amounts paid (e.g. copy of the bank statement) as well as the Goethe Card and (if already created:) master data sheets (Stammdatenblatt).

Advice and information in the Registrar's Office, Tel.: 069/798-3838.