



Reimbursement Application for the Student Union Fee

Name: _____ Phone Number: _____

Address: _____

Email: _____

University: _____

I hereby apply for a refund for the Student Union fee in this amount of Euros: _____

for the WS/SS _____, since I:

- ☐ am not enrolled in the above university this semester. **(Proof Nr. 1 + 3)**
- ☐ will be ex-matriculated from the above university on this date _____ **(Proof Nr. 1 + 2)**
- ☐ am enrolled in two below universities, that the Studierendenwerk Karlsruhe supports, (vgl. § 2 Nr. 1 ; the current contribution regulations of the SW Karlsruhe),
at _____
and at _____
(Proof Nr. 1 of both universities is required)
- ☐ am severely disabled --- only need contribution for the semester ticket. **(Proof Nr. 1 + 4)**

I have already paid the Student Union fee for the above semester. Please transfer the refund to the following account:

Name of Account Holder _____

IBAN _____

BIC

Financial Institution _____

City, Date _____

Signature _____

The description of the Studierendenwerks Karlsruhe's data protection can be found at the following URL: www.sw-ka.de/de/datenschutz. If you send us a copy of your severely disabled person's ID card for the purpose of processing your application, we will destroy it after the procedure has been completed.

The following are required to process your application:

Proof Nr. 1: Proof of payment of the Student Union fee

Proof Nr. 2: Certificate of Ex-Matriculation (Copy)

Proof Nr. 3: Certificate from the university(s) stating that the course of study is not on record or that enrollment has not taken place.

Proof Nr. 4: Proof of being severely disabled (ex. Disabled Persons ID card)



Please be aware:

Reimbursement is made on the basis of the respective following contribution regulations of the Studierendenwerk Karlsruhe:

§ 2 Nr. 2

The obligation to pay contributions also extends to students on leave of absence.

§ 5 Nr. 1

The fee cannot be waived, reduced or deferred. There is no entitlement to a pro rata repayment of the fee in the event of ex-matriculation or withdrawal of enrollment before the end of the semester or academic year.

§ 5 Nr. 2

Severely disabled students who are entitled to use local public transport free of charge due to their disability will be reimbursed for the contribution charged for the semester ticket upon receipt of application and proof. The application for reimbursement must be addressed to the Studierendenwerk and must be received by the Studierendenwerk by the end of the semester for which the fee was paid at the latest.

Upon applying, the student union fee can be refunded under the following conditions and deadlines for the semester or academic year in question:

§ 6 Nr. 1

The fee will be refunded in the event of ex-matriculation within one month of the start of the lecture period. This also applies if the fee was paid without enrollment and does not take place later. The application for a refund must be submitted by the end of the second month after the start of the lecture period at the latest; proof of ex-matriculation or failure to enroll and of payment of the fee must be enclosed.

§ 6 Nr. 2

A refund on top of this will be made if the student has been admitted and enrolled at another university. In this case, the application for reimbursement must be submitted by the end of the second month after the start of the lecture period at the new university. The application for reimbursement must be accompanied by the notice of admission and the enrollment certificate of the new university as well as proof of ex-matriculation at the old university.

No refund is possible after the expiry of the above-mentioned deadlines. The written application must be sent to the Studierendenwerk Karlsruhe.