

# Request for refund of contribution

Studierendenschaft der Europa-Universität Flensburg

for the fall semester 2022-23

Only to be filled in by the AStA Office!

Eingang:

_____	Name:	<input type="text"/>
An den	Vorname:	<input type="text"/>
AStA der Europa-Universität Flensburg	Anschrift:	<input type="text"/>
Beitragserstattungsabteilung	PLZ/Ort:	<input type="text"/>
Auf dem Campus 1	Telefon:	<input type="text"/>
24943 Flensburg		
GERMANY		

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 (166,00 EUR) due to [please mark].

- 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.

For the above-mentioned semester, I apply for a refund of the contributions to the student body and to the Semesterticket (178,00 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 above-mentioned semester, I apply for a refund of the student body fee (12.00 EUR) due to exceptional hardship. I have attached an informal justification together with proofs.
- For the mentioned semester, I request a refund of the overpayment of the fee in the amount of  EUR.

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.

<input type="text"/>	Place, date	_____	Signature applicant
Matr. no.:	<input type="text"/>	If no matriculation no. available, applicant no.:	<input type="text"/>
e-mail:	<input type="text"/> @studierende.uni-flensburg.de		
alternative Email:	<input type="text"/>		
Account no. (IBAN):	DE	<input type="text"/>	<input type="text"/>
BIC:	<input type="text"/>	<input type="text"/>	<input type="text"/>

166,-

178,-

12,-

Ablehnung  
Bescheid  
hängt an

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 collects fees from its members, the enrolled students.
- (2) Details regarding the amount of the fees, their due date, reimbursement of fees, and exemption from fees are governed by these statutes.

## § 2 Amount of Contributions

- (1) The student body contribution pursuant to § 74 HSG shall be 180.00 euros for each member in the spring semester 2021, 118.00 euros in the fall semester 2021/2022, 163.00 euros in the spring semester 2022, and 178.00 euros in the fall semester 2022/2023.
- (2) The student body contribution shall consist of a contribution to the student body of 11.00 euros and a contribution for measures that enable students to use public transportation at the lowest possible cost pursuant to Section 72, Paragraph 2, Number 4 of the 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 132.00 euros in the spring semester 2021, 70.00 euros in the fall semester 2021/2022, 115.00 euros in the spring semester 2022 and 130.00 euros in the fall semester 2022/2023. In addition, 1.00 Euro will be charged to finance costs that may arise due to reimbursement services in individual cases or to grant an exemption from student body fees according to § 74 paragraph 2 sentence 3 HSG in individual cases.

## § 3 Maturity

- (1) The student body fee is due on the last day of the period applicable to 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 levied together with the contribution for the Student Union Schleswig-Holstein.
- (3) Bank details and payment deadline can be found on a public notice or the re-registration form.

## § 4 Beitragserstattung

- (1) Reimbursements are to be applied for in accordance with § 5.
- (2) Overpayment: requests for refunds of excess dues paid may be made by submitting proof of payment.
- (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 their share of 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 student body dues in accordance with paragraph 1 upon presentation of a leave of absence certificate.
- (5) Semester ticket: The following persons will be reimbursed for the contribution to the semester ticket in accordance with paragraph 1 upon presentation of the aforementioned documents:
  - (1) Students who are entitled to free public transport according to § 228 SGB IX and are in possession of an ID card with a valid token. The aforementioned documents must be presented in the original,
  - (2) Students who are demonstrably unable to use public transport due to a recognized severe disability. A valid severely disabled person's ID card must be presented with suitable original evidence,
  - (3) Students who can prove that they are staying for more than 15 weeks at an institution outside the area of validity of the semester ticket. A corresponding certificate from the institution must be presented,
  - (4) Students according to § 4 paragraph 3 and 4, 3
  - (5) PH D students who do not have a qualification or project position at the European University Flensburg and who live outside the area of validity of the semester ticket. Suitable proof must be presented.

## § 5 Procedure for the refund of contributions

- (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 board decides on them on the basis of these statutes. A form available from the AStA regulates the reimbursement or payment. Applications for reimbursement according to § 4 paragraph 2 are excluded from this deadline.
- (2) The application for reimbursement of contributions must be submitted by the person entitled to make the application or by a person authorized to do so in writing, together with the original documents of the required certificates and evidence. 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 Executive Board may grant the late application. Applications received after the end of the semester to which they relate shall be rejected in any case.
- (4) Reimbursements will be made no earlier than four weeks after the application is submitted.
- (5) Semester tickets in paper form are to be enclosed with the refund request according to § 4 paragraphs 3, 4 and 5. The ticket will be retained if the application is granted. In the event that the application is rejected, it will be returned.
- (6) If the application is rejected, an objection may be filed in writing with the AStA Executive Board within one month of notification of the decision.