Hochschule für Technik und Wirtschaft Berlin

University of Applied Sciences

Request for reimbursement

Surname

First name

Date of birth

Student ID

Study programme

Before requesting please note our advice and instruction:
https://www.htw-berlin.de/en/studies/organising-your-studies/semester-fee/

Please note: In case of de-registration or dual enrolment (exercising your student rights and responsibilities at another university) you are losing your right for possessing the HTW StudentCard (HSC). The HSC has to be emptied from all credits.

I apply for reimbursement of the semester fee for

- ○ summer semester 20
- ○ winter semester 20 .

Reason for applying is

- ☐ my **withdrawal** from the study place.
- ☐ my **de-registration** (own request / successful graduation / due to irrevocably failed exams).
- ☐ a **reduction of my semester fee due to my external leave** (only in case of maternity leave, stay abroad, internship in Germany (outsite of Berlin), civil service according to § 12 HO).
- ☐ my **dual enrolment**, I exercise my student rights and responsibilities at another university and submitted proof of paying the semester fees at the other univeristy.
- ☐ **overpayment** or double payment
- ☐ the following:

Your (!) bank account details

Bank name

Account holder

IBAN

SWIFT/BIC

Foreign transfer:
In some cases, an intermediate/ correspondent bank is required for a foreign transfer. In this case, please indicate here the name, IBAN and SWIFT/ BIC of the intermediate/ correspondent bank:

Date

Signature of the applicant