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| Application for reimbursement of the  |
| summer semester      | winter semester      |

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| To the admission and examination office | Matriculation number:       |

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| **Study programme:** |       |
| Surname, first name: |       |
| Date of birth: |       | Place of birth: |       |
| Telephone number: |       |
| Street, house no.: |       |
| Postcode, town/city: |       |
| Email address: |       |
| Account holder: (if this is different) |       |
| IBAN no.: |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |
| BIC code: |       |
| Bank: |       |

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| I have already registered for the coming semester and request the reimbursement of the excess amount paid to my account because of: |
| account, because: |

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| [ ]  Final examination on \*        | [ ]  Undue hardship |
| [ ]  Exmatriculation on \*        | [ ]  Leave |
| [ ]  Practical semester | [ ]  Duplicate matriculation |
| [ ]  Semester abroad | [ ]  Overpayment |
| [ ]  Caring for children under 14 years | [ ]  Other reasons, namely        |

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|       |  |
| Place, date | Signature of applicant |

\***Note**:

Reimbursement shall only be made if you have passed your final examination **before or within one month after the official start of the lectures at the university of applied sciences** and/or you have applied for your exmatriculation before this point in time (Section 19 para. 6 line 4 of the Higher Education Act of Lower Saxony (NHG)).

**The CampusCard only needs to be submitted with this application in these circumstances.**

**University of Applied Sciences Emden/Leer processing note:**

Reverse transfer amount: EUR \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Factually correct:  |  |
|  | (Place/date/signature) |