

Name, surname:

Place, date:

Date of birth:

Student ID number:

**An die  
Universität Würzburg  
Referat 2.2 – Studierendenkanzlei  
Sanderring 2  
97070 Würzburg**

**Important information:**

If you meet the prerequisites for a refund (see below), please attach this application to your application for disenrolment.

**Note:**

Notifications will only be sent to your stud mail address!

**Application for refund for the**

summer semester  winter semester

I hereby apply for a refund of the fees paid for the above-referenced semester

semester fees totalling EUR to my account:

Studierendenwerk fees totalling EUR 72.00 to my account:

Account holder:

IBAN:

BIC/SWIFT:

Financial institution:

**Booking note:  
(Please do not fill!!!)**

Amount:

Date:

Signature:

**Important information: The provisions set out in the bylaws of Studierendenwerk Würzburg shall apply!**

1. It will only be possible for the University to refund fees that have already been paid for the semester in question if your application for disenrolment **and** the application for a refund of fees are received by Student Affairs **by the last day of the previous semester (31 March/30 September)** and your student ID card (chip card) is attached to the refund application.
2. **After the semester in question has commenced**, fees that have already been paid for that semester can only be refunded, upon your request, if the following conditions are met: you request disenrolment pursuant to Article 94 Subarticle 2 *Bayerisches Hochschulinnovationsgesetz* (Bavarian Higher Education Innovation Act, BayHIG) **on the first day of the lecture period of the semester in question at the latest** or disenrolment pursuant to Article 94 Subarticle 2 BayHIG becomes effective on the first day of the lecture period of the semester in question at the latest and you return your student ID card (chip card) and you **have not validated your public transport pass (Semesterticket)**.
3. In case of **enrollment at two or more higher education institutions in Bavaria**, students are only liable to pay fees at the Studierendenwerk in whose area of responsibility the first enrolment took place. Exemption from payment of the Studierendenwerk fee is possible at the other university. Reimbursement of the Studierendenwerk fee is possible if students can prove payment of the fees due with a certificate of enrollment from the other higher education institution **by the first day of the lectures period of the semester in question at the latest**.

Attachments: 1 student ID card (chip card)  yes  no  
1 enrolment certificate (present only at point 3.)  yes  no

Signature

Signature of parents or legal guardians  
(if the student is underage)

**Legal basis for data collection:**

*The legal basis for the collection of personal data is Section 87 Subsection 4 BayHIG as amended from time to time. According to the aforementioned Act, every student is obliged to provide all personal data requested in this document in those fields that are not marked 'optional'. These data will be used by the University of Würzburg for administrative purposes in connection with the refund of the semester fees. Failure to provide complete information may result in refusal of the refund. All data will be processed in accordance with the provisions laid down in the Bayerisches Datenschutzgesetz (Bavarian Data Protection Act, BayDSG) as amended from time to time.*

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Office hours: <https://www.uni-wuerzburg.de/studium/studienangelegenheiten/startseite/>  
Email: studienangelegenheiten@uni-wuerzburg.de

The English text in this document only serves the purpose of providing information on the contents of the corresponding German text.  
Only the German text shall be legally binding.