

Refund Form

⇒ Please submit this form to the Office of Student Services.

Please note: To request a **refund of the public transport** fee (VRS and NRW semester ticket) in case of a leave of absence or internship semester – **after payment of the semester fees** – please contact TH Köln's General Students' Committee (AStA) (www.asta.th-koeln.de/semesterticket/).

1) Personal Information

Last name: _____ First name: _____

Student ID no.: _____

Degree program: _____

Street/No.: _____

Postal code/ City: _____

Phone: _____ Email: _____

2) Bank details

Name of bank: _____

IBAN: _____

BIC/SWIFT: _____

Account holder: _____

Address of the local branch of your bank and sort code, clearing code or other bank code comparable to IBAN:

(For payments from outside the SEPA zone only. Please note: Any fees incurred for the transaction will be deducted from the refund amount.)

3) Refund

I request a refund of fees as indicated below for the winter semester 2023/24:

a) Semester fees

€ 330.20 semester fees (total) for the winter semester 2023/24

Reason for refund:

Double payment

Disenrollment before the official start of the lecture period (Sep. 25, 2023) after having re-registered (n/a if exams were taken between the start of the semester and the start of the lecture period).

Cancellation of enrollment **by October 15 (winter semester) or by April 15 (summer semester)**

Cancellation of enrollment **after October 16 (winter semester) or April 16 (summer semester)**

☞ You can only receive a refund if you enrolled at a **different German university** or if you cancelled your enrollment at TH Köln within four weeks of your enrollment.

☞ If you cancelled your enrollment at TH Köln **after more than four weeks and did not enroll at a different German university**, you may contact the General Students' Committee AStA (external website in German www.asta.th-koeln.de/semesterticket/) to request a **refund of the public transport fee** (VRS and NRW semester ticket).

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continued – 3) Refund

b) Administrative fee for Kölner Studierendenwerk

€ 100.00 Administrative fee for Kölner Studentenwerk for the winter semester 2023/24

Reason for refund:

Leave of absence after having re-registered.

⇒ Only if you are performing **voluntary military service, Federal Volunteer Service** or a **Voluntary Social/Ecological Year**, are on a **semester abroad** or in case of **illness**.

Refunds are only possible if you requested the leave of absence prior to the official start of the lecture period (Sep. 25, 2023).

c) Material procurement fee (applicable only for joint degree programs at Gummersbach Campus)

€ 110.88 Material procurement fee (Bachelor's programs)

€ 109.20 Material procurement fee (Master's programs)

Reason for refund:

Double payment

d) Other fees / amounts

€

Reason for refund: _____

Total amount: € _____

⇒ Please enclose supporting documents when submitting this form.

I am aware that the refund by bank transfer may take up to three weeks. I confirm that the information above is true and correct.

Place, date: _____

Signature: _____

X

To be completed by TH Köln

Die Angaben sind zutreffend. Den Beitrag bitte ich auf das angegebene Konto der Antragstellerin bzw. des Antragstellers zu überweisen.

(Unterschrift)

(Name, Vorname / BearbeiterIn)

(Telefonnummer)