

# Application for Fee Reimbursement

Student Body of Europa-Universität Flensburg

Fall Semester 2020

Nur vom  
AStA-Büro  
auszufüllen!

Eingang:

To:

AStA der Europa-Universität  
Flensburg  
Beitragserstattungsabteilung  
Auf dem Campus 1  
24943 Flensburg

Surname:

First name:

Address:

Zip code/city:

Telephone:

For the semester noted above, I hereby request a refund of the **semester ticket fee only** (172,00 EUR) due to [please check the correct box]:

§ 4 (7) Disability / right to free use of public transportation (copy of identity card for the disabled / proof of right to free public transportation is attached).

§ 4 (7) Absence: study-related absence from the location of university studies. Enclosed is documentary proof that I will be absent from Schleswig-Holstein for at least 15 weeks during the semester (e.g., a document from a foreign university certifying admission for study there).

For the semester noted above, I hereby request a refund of the **student body fee and the semester ticket fee** (184,00 EUR) due to [please check the correct box]:

**Fee overpayment** Proof: Copy of bank statement showing double payment.

**Withdrawal from university studies** Proof: Copy of university withdrawal certificate.

**Withdrawal from semester enrollment** Proof: Copy of semester enrollment withdrawal certificate

**Leave of absence from studies** Proof: Copy of bank statement proving fee payment and certificate of leave of absence from studies.

For the semester noted above, I hereby request a refund of the student body fee (12,00 EUR) due to unusual hardship. An informal statement of the reasons for the hardship, and proof of it, are enclosed.

172,-

184,-

## No reimbursement without proof!

The fee refund is based on the **Student Body Fee Regulations of Europa-Universität Flensburg**.

I have read the fee regulations printed overleaf, and am aware that AStA can only process and reimburse complete applications. If I fail to submit the required supporting documents together with this refund application, AStA must reject this application. In particular, I am aware of **the deadlines** set in the fee regulations: **the fee refund must be applied for within 4 weeks after the start of term (April 6, 2020)**; refunds will be given **no earlier than 5 weeks** after the start of term.

City, date

Applicant signature

Student ID number:

Application number (only if you have no student ID number)

Email:

@studierende.uni-flensburg.de

Alternative email address:

Bank account number (IBAN):

BIC:

12,-

**Ablehnung  
Bescheid  
hängt an**

## **§ 1 General**

- (1) In order to fulfill its statutory duties, the student body shall levy fees from its members, the enrolled students.
- (2) Details concerning fee amounts, payment dates, and reimbursement shall be governed by these statutes.

## **§ 2 Fee amount**

- (1) Pursuant to § 74 HSG, starting in Fall Semester 2019 the student fee shall be 172,00 EUR per student, per semester.
- (2) The semester fee shall consist of the student body fee in the amount of 11,00 EUR plus a share of the fee to enable students to use public transport at the lowest possible cost (semester ticket), pursuant to § 72.2.4 of the HSG. The fee for the local semester ticket is 36,00 EUR; the fee for the state semester ticket is 124,00 EUR, in accordance with the supplementary agreement. In addition, 1.00 Euro shall be levied to finance costs that may be incurred due to reimbursements in individual cases, or to grant individual exemptions from student body fees, pursuant to §74.2.3 of the HSG.

## **§ 3 Payment deadlines**

- (1) The semester fee is due on the last day of the deadline for enrollment or semester re-enrollment. Proof of fee payment is a prerequisite for enrollment or semester re-enrollment.
- (2) The student body and semester ticket fees are charged together with the fee for the Schleswig-Holstein Association for Student Affairs ("Studentenwerk Schleswig-Holstein").
- (3) Bank details and the payment deadline shall be displayed on a public notice board or on the re-enrollment form.

## **§ 4 Fee reimbursement and exemption**

- (1) Reimbursements must be applied for no later than four weeks after the start of the term lecture period ("Vorlesungszeit").
- (2) Withdrawal, suspension of enrollment: Students who withdraw by the end of the first semester or whose enrollment has been suspended shall be reimbursed in accordance with subsection 1, upon presentation of a certificate from the university. Paragraph 7 applies to semester tickets.
- (3) Leave of absence: Students on leave of absence for the current semester shall be reimbursed for their student body fees in accordance with subsection 1, upon presentation of a leave of absence certificate. Paragraph 7 applies to semester tickets.
- (4) Cases of hardship: Students who demonstrate exceptional hardship may be reimbursed the student body fee, in accordance with paragraph 1. Paragraph 7 applies to semester tickets.
- (5) Exemption from fees: As an alternative to fee reimbursement, exemption from student body fees in cases of particular hardship may be considered. Further details on fee exemption, in particular the requirements and procedure for this, shall be regulated in a guideline for the student body.
- (6) Overpayment: Amounts paid in excess will be refunded by the end of the current semester, upon presentation of proof of payment.
- (7) Semester ticket: The following students will be reimbursed for the semester ticket fee, in accordance with paragraph 1, upon presentation of the above documents:
  1. Severely disabled persons who are entitled to a semester ticket in accordance with § 59 ff. Disabled persons who are entitled to free public transportation in accordance with § 59 et seq. of the Severely Disabled Persons Act and who are in possession of an ID with a valid stamp, or the mark "H" (helplessness) or "BI" (blindness); the identity card for the disabled must be presented.
  2. Disabled persons who cannot use public transport due to their disability, and who provide appropriate proof of this; the disabled person's identity card must be presented,
  3. Students who can prove that, for study-related reasons, they have continuously stayed for over 15 consecutive weeks at an institution outside the semester ticket's area of validity; a corresponding certificate from the corresponding institution must be presented.

## **§ 5 Procedure**

- (1) Applications for fee reimbursements must be submitted to the Student Union (AStA). On the basis of these statutes, the AStA board will decide on each application. Reimbursement or payment is done via a form available from AStA.
- (2) The application for fee reimbursement must be submitted by the person entitled to apply for the refund, or by another person who has been authorized in writing to do so. Applications must include the original documents of the required certificates and proofs, which the AStA Executive Board may authenticate (notarize).
- (3) If an applicant can credibly document that he or she has missed the application deadline through no fault of her or his own, the AStA Executive Board can approve the late application. In exceptional cases, the AStA Board may decide on a partial refund of up to half of the student body fee. Applications received after the end of the semester will be always rejected.
- (4) Fees will be refunded no sooner than five weeks after the start of lectures. The reduction of student body revenue accruing from § 4.2-5 and § 4.2.7 § 4.2 may not exceed 1% of the household income budget. Pursuant to § 2.2.3, fee revenues from the fee share earmarked to finance refunds and exemptions may be used in full for the intended purposes.
- (5) Pursuant to § 4.2, 4.3, 4.4 and 4.7, the semester ticket section of the foldout received with the application shall be retained if an application is approved. If the application is rejected, it will be returned.
- (6) Applicants whose refund request has been rejected may submit a written appeal to the AStA Board within one month. The semester ticket section of the foldout must be attached to the appeal.