

University of Münster  
Studierendensekretariat  
(Student Admissions Office)  
Schlossplatz 2  
48149 Münster

## Refund Request

In case of **retroactive de-registration**, withdrawn enrolment or semester on leave, the semester fee can be refunded if the request is submitted by **15<sup>th</sup> of May** for a summer semester and **15<sup>th</sup> of November** for a winter semester. The date of receipt of this refund request at WWU Münster is valid. The fee for the **Preparatory German course** will be refunded after the successful completion in your second semester as an ordinary student at University of Münster. **Overpayments or double payments** can be refunded until the beginning of the new re-registration period. After that, these will be automatically offset against the new semester fee.

### I request a refund of

- ☐ the semester fee due to overpayment or double payment  
☐ the semester fee due to retroactive de-registration  
☐ the fee for the Preparatory German course

☐ for summer semester 20\_\_\_\_ ☐ for winter semester 20\_\_\_\_ / 20\_\_\_\_

### Personal data (please fill in in block letters)

Student ID number	Date of birth
Last Name	First Name
Account holder	Name of bank
IBAN DE __ - - - - - - - - - - - - - - - -	BIC
In case you do not possess a German bank account / a German IBAN, please provide your bank data here:	

**I declare that after my retroactive de-registration I will no longer perform any academic or examination work in the above-mentioned semester.**

**In addition, I confirm that I may no longer use the NRW semester ticket after my retroactive de-registration.**

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(signature)

### To be filled by the Student Admissions Office

Grund für die Erstattung:

- ☐ Deutschkurs ☐ Über-/ Doppelzahlung  
☐ Exmatrikulation ☐ Sonstiges

Betrag für die Erstattung:

- ☐ 500,00 €  
☐ 1.000,00 €  
☐ \_\_\_\_\_ €

Der Rektor - Abteilung 1.3

1. Die Voraussetzung für eine Erstattung ist gegeben  
 2. Auszahlungsanordnung erstellen

Datum: \_\_\_\_\_

Sachlich richtig: \_\_\_\_\_