

Westfälische Wilhelms-Universität Münster  
 Studierendensekretariat  
 Schlossplatz 2  
 48149 Münster

**Refund Request**

In cases of retro-active exmatriculation, withdrawn enrolment or semester on leave the semester fee can be refunded if a request is submitted by **15 May** for a summer semester and **15 November** for a winter semester. This means that this application must be submitted by 22 May or until 22 November in the Student Administration Office.

**New reimbursement procedure!** The Student Admissions Office is now responsible for reimbursing the cost of the NRW semester ticket (€178.60).

**I request a refund for**

summer semester 20\_\_                       winter semester 20\_\_/20\_\_

- the proportionate amount of the semester fee (99,11 €)  
 the entire amount of the semester fee (294,74 €)  
 the NRW semester ticket (178,60 €)

**I understand that I may no longer use the NRW semester ticket.**

**Personal information (please print)**

Matrikel-Nr.	Geburtsdatum
Name	Vorname
Kontoinhaber	Name der Bank
IBAN _____	BIC

**I declare that I will not submit any required coursework or take any degree-relevant examination in the semester specified above after my exmatriculation/ during my semester on leave.**

\_\_\_\_\_ (Date)

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

**To be filled in by the Student Admissions Office**

<p><b><u>Grund für die Erstattung:</u></b></p> <p><input type="checkbox"/> Beurlaubung            <input type="checkbox"/> Über-/ Doppelzahlung  <input type="checkbox"/> Exmatriculation        <input type="checkbox"/> Sonstiges</p> <p><b><u>Betrag für die Erstattung:</u></b></p> <p><input type="checkbox"/> 99,11 €                    <input type="checkbox"/> 294,74 €  <input type="checkbox"/> 116,14€                  <input type="checkbox"/> 277,71 €  <input type="checkbox"/> 125,00 €                  <input type="checkbox"/> _____ €</p>	<p style="text-align: right;">Der Rektor - Abteilung 1.3</p> <p>1. Die Voraussetzung für eine Erstattung ist gegeben  2. Auszahlungsanordnung erstellen</p> <p>Datum: _____</p> <p>Sachlich richtig: _____</p>
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