

Request for reimbursement



Hochschule für Technik
und Wirtschaft Berlin

University of Applied Sciences

Last name: _____

First name: _____

Date of birth: _____

Student ID: _____

Study programme: _____

Before requesting please note our advice and instruction:

<https://www.htw-berlin.de/studium/studienorganisation/semesterbeitraege/>

Please note: In case of de-registration or dual enrolment (exercising your student rights and responsibilities at another university) you are losing your right for possessing the HTW StudentCard (HSC). The HSC has to be emptied from all credits and returned immediately and evidently to the Student Services of HTW Berlin.

Reimbursement will only get processed if the HSC got returned to the Student Services of HTW Berlin, Treskowallee 8, 10318 Berlin.

I apply for reimbursement of the semester fee for

summer semester _____

winter semester _____ .

Reason for applying is

my withdrawal from the study place

my de-registration at my own request

my successful graduation

my de-registration due to irrevocably failed exams

a reduction of my semester fee due to my external leave

my dual enrolment, I exercise my student rights and responsibilities at another university.

overpayment or double payment

the following: _____

Bank details:

Name of the bank: _____

IBAN: _____ BIC: _____

Account holder: _____

Date, signature: _____