

Request for reimbursement



Hochschule für Technik
und Wirtschaft Berlin

University of Applied Sciences

Last name: _____

First name: _____

Birth date: _____

Student ID: _____

Study programme: _____

Before requesting please note our advice and instruction:

<https://www.htw-berlin.de/en/studies/organising-your-studies/semester-fee/>

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 20 ____

winter semester 20 ____ / ____ .

Reason for applying is

my **withdrawal** from the study place.

my **de-registration** (own request / successful graduation / due to irrevocably failed exams).

a **reduction of my semester fee due to my external leave** (only in case of maternity leave, stay abroad, internship in Germany (outside of Berlin), civil service according to § 12 HO).

my **dual enrolment**, I exercise my student rights and responsibilities at another university and submitted proof of paying the semester fees at the other university.

overpayment or double payment

the following: _____

Your (!) bank account details:

Name of the bank: _____

IBAN: _____

SWIFT/BIC: _____

Account Holder: _____

Foreign transfer:

In some cases, an intermediate/ correspondent bank is required for a foreign transfer.

In this case, please indicate here the name, IBAN and SWIFT/BIC of the intermediate/ correspondent bank:

Date, signature: _____