_____       _____

Last name, first name                                      Place, date

_____       _____

Address                                                 Study course

_____       _____

Postcode, city                                 Matriculation number

Fachhochschule Südwestfalen
Postfach 20 61
58590 Iserlohn

**Request for Reimbursement of the Semester Fees for the Summer/Winter Semester _____**

Dear Sir or Madam,

Due to

         ☐ my exmatriculation on _____,

         ☐ the leave of absence for the following reason: _____,

         ☐ other reasons: _____,

I request a reimbursement of the fees paid for the summer/winter semester _____ in the amount of €_____. (The reimbursement can only take place if the exmatriculation, leave of absence or refusal of enrolment was made before the beginning of the lecture period for which the fees were paid.)

I have been informed by the General Students' Committee (AStA) of the FH SWF that due to the reimbursement of the fees for the semester ticket, my right to travel will expire upon submission of the Request for Reimbursement. I am aware that non-observance can result in criminal consequences and is considered as fare evasion. I hereby confirm that I have shredded all printouts of the ticket and irrevocably deleted the file containing the ticket.

**In case of an exmatriculation in the current semester (winter semester from 01.09., summer semester from 01.03.), only a proportional reimbursement of the fees earmarked for the ticket can be made by the AStA. You will find the request form, which must be submitted separately to the AStA, on the following website: www.asta-fhswf.de**

**My bank details are:**

Bank:                  _____

IBAN:                  _____

BIC:                    _____
(only required for
foreign payments)

Account holder:      _____
(if different from
applicant)

Kind regards