



## Request for Reimbursement of the Studierendenwerk Fee from Exmatriculation

Fall / Winter Semester \_\_\_\_\_ Spring / Summer Semester \_\_\_\_\_

**Reason:**

Double payment

Exmatriculation before the semester begins, as of \_\_\_\_\_ (Date)

(Proof: Certification of exmatriculation + bank statement)

Exmatriculation within one month of the semester beginning, as of \_\_\_\_\_ (Date)

(Proof: Certification of exmatriculation + bank statement)

Exmatriculation as of \_\_\_\_\_ (Date) from admission to another higher education institution

(Proof: Certificate of exmatriculation + bank statement + letter of admission from the new institution)

Payment of the Studierendenwerk Fee without enrollment through admission to another higher education institution

(Proof: Bank statement + letter of admission from the new institution)

Payment of the Studierendenwerk Fee without enrollment for other reasons

(Proof: Bank statement + confirmation from the institution that the student did not begin their degree or that the student did not enroll)

**Attach relevant documentation**

**Explanations about deadlines and documentation on page 2**

**Bank details:**

\_\_\_\_\_  
Name of the higher education institution

\_\_\_\_\_  
Account holder

\_\_\_\_\_  
Last name, first name      Date of birth

\_\_\_\_\_  
Account number

\_\_\_\_\_  
Matriculation number; application number

\_\_\_\_\_  
Bank code

\_\_\_\_\_  
Street

\_\_\_\_\_  
IBAN

\_\_\_\_\_  
ZIP Code / City

\_\_\_\_\_  
SWIFT/BIC

\_\_\_\_\_  
E-Mail address

\_\_\_\_\_  
Name of Bank

\_\_\_\_\_  
Date / Signature

**Confirmation from the Mannheim Institution** (is not required if the documentation is turned in directly to the Studierendenwerk Mannheim, Infothek in the Mensa am Schloss.)

Exmatriculation before the semester begins, as of \_\_\_\_\_ (Date)

Exmatriculation within one month of the semester beginning

Exmatriculation from admission to another higher education institution as of \_\_\_\_\_ (Date)

Letter of Admission from the new institution was submitted     Letter of Admission was **not** submitted

Payment of the Studierendenwerk Fee without enrollment

Receipt of payment was submitted

Student did not begin degree program / did not enroll

\_\_\_\_\_  
Date / Signature /Stamp of institution

**Confirmation from the Studierendenwerk Mannheim**

Reimbursement approved (amount: \_\_\_\_\_ EUR)

Receipt of payment     Exmatriculation confirmed by institution via E-Mail or Phone

Certificate of exmatriculation,     bank statement     Letter of admission from the new institution was submitted

Reimbursement was denied due to non-compliance with the deadlines

other \_\_\_\_\_

\_\_\_\_\_  
Date / Signature

**The date of receipt by the Studierendenwerk Mannheim, Infothek, Mensa am Schloss, the University, or the University of Applied Sciences is significant when determining that receipt of the application is on time.**

## Information for the request of the Studierendenwerk Fee

Reimbursement due to exmatriculation before the semester begins, within one month of the semester beginning or payment of the fee without enrollment, as well as exmatriculation through admission to another higher education institution, or payment of the Studierendenwerk Fee without enrollment through admission at another institution is to be requested at the university or other institution by the end of the second month of the semester (University and University of Applied Sciences, Mannheim, in the fall semester before the lecture begins) at the University or University of Applied Sciences, Infothek at the Mensa am Schloss

University of Mannheim:

FS= Exmatriculation by 28.02

Applications by the 31.03

HWS= Exmatriculation by 31.08

Applications by the 30.09

University of Applied Sciences

SS= Exmatriculation by 31.03

Applications by the 30.04

WS= Exmatriculation by 30.09

Applications by the 31.10

DHBW Mannheim

SS= Exmatriculation by 30.04

Applications by the 31.05

University of Popular Music and Music Business

WS= Exmatriculation by 31.10

Applications by the 30.11

University of Music and Performing Arts

### **The following documentation is to be turned in at the Infothek:**

- Certificate of exmatriculation or documentation of enrollment as well as receipt of payment (bank statement).
- Letter of Admission and enrollment certificate of the new institution, certificate of exmatriculation as well as the receipt of payment (bank statement) of the previous institution.

If these documents are not provided upon submission of the reimbursement request, they can be turned in at the Infothek at the Mensa am Schloss or the "Confirmation from the Mannheim Institution" section must be filled out. The deadline is met if the Request for Reimbursement form is received on time.

---

Application may be submitted in person to the University of Mannheim or University of Applied Sciences, or Studierendenwerk Mannheim, Infothek at the Mensa am Schloss, Bismarckstr. 10, 68161 Mannheim or via mail with the relevant documentation.

**The date of receipt by the Studierendenwerk Mannheim, Infothek, Mensa am Schloss, the University, or the University of Applied Sciences is significant when determining that receipt of the application is on time.**

**Reimbursement is not possible after expiration of these deadlines.**

Infothek

Bismarckstr. 10 | Mensa | Entrance A | 68161 Mannheim

Mon - Thu 10:00am – 3:30pm

Fri 10:00am – 2:30pm