
Surname, First name

Street

Phone

Postal code, Location

E-Mail

Studentenwerk Potsdam
Sozialberatung
Babelsberger Straße 2
14473 Potsdam

enrolled at the

UP FHP FilmUni THB THW

matriculation number

Application for a refund of the studentenwerk contribution for the
WS _____ / _____ ; SS _____ because:

- the enrollment was withdrawn before the beginning of the semester
Documents to be submitted: Proof of payment of semester fee,
Copy of the withdrawal of the enrollment (confirmation of the university)
- after enrolling for the WS/SS _____ ex-matriculation took place before the beginning of the semester
Documents to be submitted: Proof of payment of semester fee,
Copy of the withdrawal of the enrollment (confirmation of the university)
- after enrolling for WS/SS _____, the leave of absence was granted before the beginning of the semester
Documents to be submitted: Proof of the reason for the leave of absence (e. g. medical certificate, semester abroad), certificate of study with the remark "beurlaubt"
- Multiple enrollments in the MAIB program
Documents to be submitted: Study certificates University of Potsdam and Hochschule Berlin, proof of payment of semester fee University of Potsdam

The claim for a refund is excluded if it is submitted after the end of the semester for which the contribution was paid.

I assure that I will not make use of the services of the Studentenwerk Potsdam (catering, housing²⁾, social services³⁾ for the above mentioned period.

Bank details

IBAN

BIC

Owner of the account

bank

Location

Date

Signature of applicant

¹⁾ No exemption is possible in the event of subletting.

²⁾ Social counselling, job placement, psychosocial counselling