

Application for disenrolment at the end of _____ semester 20 _____

Registration number (on the UniCard) _____

Account number University Library (UB) (on the UniCard) _____

Last name, First name _____

Street, House no. _____

Postal code, City _____

Disenrolment can be done in writing or in person at the Registration Office during office hours.
<https://ufr.link/studsek>

Please include the following documents with your application for disenrolment:

- The university library's discharge stamp (see page 2) **is also required without an active account!**
- You do not have to hand in your student ID card; it automatically loses its function 60 days after disenrolment. If you do not return the card to us for disposal, we ask you to dispose of it properly in terms of sustainability (recycling center for electrical appliances).
- Indication of your bank details (if the re-registration for the next semester has already been completed and the disenrolment is to take place subsequently)

Reason for disenrolment:
(Please tick the appropriate box)

- Termination of studies with completion of degree
- Termination of studies without completion of degree
- Termination after irrevocable failure of a final examination
- Final abandonment of studies
- Voluntary service
- Change of University
- Interruption of studies
- Other reason

Only fill in if you have already re-registered:

IBAN: _____

BIC: _____

Holder of account: _____

Important information on the reimbursement of fees already paid in the event of disenrolling after re-registration or enrolment:

The social fee of €103 will be refunded if the student disenroles before or within two weeks of the start of the semester (01.04./01.10.).

The administration fee of 80,- Euro, the fee for the constituting student body of 7,- Euro and possibly paid tuition fees will be refunded in case of disenrolment within one month after the beginning of the lecture period.

Please note the second page with the signature and discharge!

Information for students who are in a legal examination relationship:

Although membership of the university ends upon disenrolment, disenrolment does not end an existing examination relationship. Regardless of disenrolment, an examination once begun must therefore be completed. The legal examination relationship is only terminated when the examination is passed or finally failed. The Examination Offices are responsible for questions concerning the legal examination relationship.

Release stamp:

University Library Circulation Department or via E-Mail

Note on Data security:

The data of students and disenrolments are collected, stored, processed and – if the relevant legal requirements are met – passed on (§ 12 State University Act, § 9 State Data Protection Act and § 10 of the Regulation of the Ministry of Science and Research on the collection and processing of personal data.

Location

Date

Signature