

**Request for refund of contribution**  
**Studierendenschaft der Europa-Universität Flensburg**



for the fallsemester **2026-2027**

Will be filled in  
by the  
asta-office

Eingang:

To AstA der Europa-Universität Flensburg Beitragserstattungsabteilung Auf dem Campus 1 24943 Flensburg	name: <input type="text"/> first name: <input type="text"/> address: <input type="text"/> Postal Code/City: <input type="text"/> telephone: <input type="text"/>
--------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**No reimbursement without supporting documents. The application must be always accompanied by**

- a transfair receipt from your bank proving the payment of the fees
- a certificate of enrollment or a certificate of exmatriculation or withdrawal from the study place.

**Overpayment** (e.g. Paying twice) of the fee in the amount of  EUR.

For the above mentioned semester I apply for the refund of the fee for the semester ticket only (226,80 EUR) due to [please mark].

226,80

**enrollment at two German universities** As proof, bank statements of the payments / enrollment certificates from both universities and proof that the application is only being submitted to us are enclosed.

**Severe disability / public transport exemption** (copy of severely disabled person's ID card and token is attached / copy of proof of free public transport is attached).

**Absence / semester abroad: studyrelated distance from the place of study.** Proof that I will not be in Germany for at least 3 month in the semester is enclosed (e.g. certificate from a foreign university confirming that I have been admitted as a student there) **or** doctoral students who can prove their permanent residence outside the area of the semesterticket as well as can present a current certificate from the person supervising the doctoral thesis stating that it is not necessary for them to be present within the area of validity of the semester ticket.

**visa issues** Proof of refusal of entry (e.g., email correspondence) is attached.

For the above-mentioned semester, I apply for a refund of the contributions to the student body and to the Semesterticket (254,80 EUR) due to [please mark]:

254,80

**Exmatriculation** Proof: copy of the certificate of exmatriculation.

**Withdrawal from the study place** Proof: Certificate of withdrawal from the study place.

**Leave of absence from studies / taking a semester of** Proof: Copy of bank statement proving the transfer of the contribution and certificate of leave of absence from studies.

The AstA does not reimburse fees for the Studentenwerk. The basis for the reimbursement of contributions is the contribution regulations of the student body of the Europa Universität Flensburg. **I have read the contribution regulations of the student body** and am aware that the AstA can only process and refund complete applications. Without the required evidence, the AstA must reject the application. I am aware of the deadlines stated in the contribution regulations: **The application must be submitted up to 8 weeks after the start of lectures.** A refund will be made no earlier than four weeks after the application has been submitted.

**Ablehnung**  
Bescheid  
hängt an

Place, date

\_\_\_\_\_  
Signature applicant

Matr.-No.:  If no matriculation no. available, applicant no.

email:  @studierende.uni-flensburg.de

ausgetragen

alternative email:

Account (IBAN): DE  /  /  /  /  /

BIC:

The data collected will not be passed on to third parties. Anyone who gains access to personal data in the course of processing applications is bound to secrecy. By signing this application, the applicant gives their consent to the use of their data.

Ver. 26.06.2026/ H6FTI

# Excerpts from the contribution regulations of the student body of the Europa-University of Flensburg (not binding translation)

## § 1 General

- (1) In order to fulfill its legal obligations, the student body collects contributions from its members, i.e. enrolled students.
- (2) Details regarding the amount of the contributions, their due date, reimbursement, and exemption from contributions are regulated by these regulations.

## § 2 Amount of contributions

- (1) The student union fee pursuant to Section 74 HSG amounts to €254.80 for each member (...) from the fall semester 2025-26 onwards
- (2) The student union fee consists of a contribution to the student union of €25.00 and a contribution to measures that enable students to use public transport at the lowest possible price in accordance with Section 72 (2) No. 4 HSG in the form of a Germany-wide semester ticket costing €226.80. In addition, €3.00 is charged to finance costs that may arise in individual cases due to reimbursement payments or the granting of an exemption from student union fees in accordance with Section 74 (2) sentence 3 HSG.

## § 3 due date

- (1) The student union fee is due on the last day of the enrollment or re-registration period.  
Proof of payment of the fee is a prerequisite for enrollment or re-registration.
- (2) Bank details and payment deadlines can be found on a public notice board or on the re-registration form.

## § 4 contribution refund

- (1) In the event of an overpayment, excess contributions paid will be refunded upon request.
- (2) In the event of de-registration or cancellation of registration before the end of the first month of the semester, the entire student union fee will be refunded upon request. The student union fee is payable annually in advance.
- (3) In the event of a leave of absence, the student body contribution for the respective semester will be refunded upon request.
- (4) The following persons will be reimbursed for the semester ticket upon request:
  - (1) Students who are entitled to free public transportation in accordance with § 228 SGB IX and who are in possession of an ID card with a valid token.
  - (2) Students who, due to a recognized severe disability, can prove that they are unable to use public transportation.
  - (3) Students who can prove that they have been staying at an institution outside the area covered by the semester ticket for at least 3 months for study reasons. The reasons for absence may include student exchange programs, internships, final theses, and doctoral theses. If the period extends over several semesters, reimbursement can be made for each semester in which the period specified in sentence 1 is fulfilled. If the continuous stay extends over two semesters, reimbursement will only be made for the semester in which the main part of the absence from the location takes place.
  - (4) Doctoral students who can prove that they have had a job ticket for at least four months of the current semester.
  - (5) Students who cannot be in Germany due to an unauthorized visa.

## § 5 Procedure for reimbursement of contributions

- (1) Applications for reimbursement of fees must be submitted to the General Student Committee (AStA) no later than eight weeks after the start of lectures, with the exception of applicants under Section 4 (4) No. 4. The AStA Executive Committee will decide on these applications. Delegation to an AStA employee is possible. The AStA provides a template for reimbursement. Applications for refunds pursuant to Section 4 (1) may be submitted until the end of the respective semester.
- (2) Students pursuant to Section 4 (4) No. 4 must submit their application from the fourth month of the current semester until no later than the last day of the fourth month of the semester. Proof of purchase of a job ticket must be provided for the first four months of the semester.
- (3) The application for reimbursement of contributions must be submitted by the person entitled to apply or by a person authorized in writing to do so, together with the original documents of the required certificates and evidence. The AStA may accept copies of these documents.
- (4) If an applicant can credibly document that he or she missed the application deadline through no fault of their own, the AStA Executive Committee may approve the late application. Applications received after the end of the semester to which they relate shall be rejected.
- (5) Semester tickets in non-digital form must be enclosed with the reimbursement application in accordance with Section 4 (2) to (4). The ticket will be retained if the application is approved. If the application is rejected, it will be returned.
- (6) If the application is rejected, a written appeal may be lodged with the AStA Executive Committee within one month of the notification of the decision.