



### Leave of absence

I will be taking a leave of absence during the winter term 2016/2017 (§ 4, No. 2). Attached documents:

- 1) **Student ID (UdS-Card),**
- 2) a **copy of the enrolment certificate (Immatrikulationsbescheinigung), which proves your leave of absence,**
- 3) a **copy of the official document which states the reason for your leave of absence.**

**The application deadline is 15.11.2016.**

### Studies abroad (no leave of absence)

Due to my studies I won't be residing within the area of the SaarVV for at least three months during the winter term 2016/2017 (§ 4, No. 2 & 3). Attached documents:

- 1) **Student ID (UdS-Card),**
- 2) a **copy of the enrolment certificate (Immatrikulationsbescheinigung)**

**For studies abroad:**

- 3) a copy of any document serving as proof for the time abroad (**for example: certificate of immatriculation of foreign university, copie of contract of traineeship, ...**)

**For PhD students:**

- 3) **Confirmation of studies outside of Saarland from the supervisor.**

**The application deadline is 15.11.2016.**

### Postgraduate Studies

I am enrolled in one of the following postgraduate studies (§ 4, No. 2):

**Europäisches und Internationales Recht, European Management, Evaluation, Magister/Magistra der Rechte, Sport-/Gesundheitsmanagement, Wirtschaftsrecht für die Unternehmenspraxis.**

Attached documents:

- 1) **Student ID (UdS-Card),**
- 2) a **copy of the enrolment certificate (Immatrikulationsbescheinigung)**

**The application deadline is 15.11.2016.**

### Early exmatriculation (during ongoing semester)

On \_\_. \_\_. 2016/ \_\_. \_\_. 2017 I have been exmatriculated (§ 4, No. 4). Attached documents:

- 1) **Student ID (UdS-Card),**
- 2) a **copy of the exmatriculation certificate (Exmatrikulationsbescheinigung).**

For the remaining months (only full months) I receive a partial refunding of EUR 18.70 per month. AStA only refunds a minimum of at least two months (EUR 37.40).

The **application deadline is 14 days after the exmatriculation date.**

### Belated enrolment/ enrolment renewal

I have not enrolled or renewed my enrolment before \_\_. \_\_. 2016/ \_\_. \_\_. 2017 (§ 4, No. 5). Attached documents:

a **copy of the enrolment certificate (Immatrikulationsbescheinigung) as well as a stamp of the student office (Studierendensekretariat) which proves the date of the enrolment.**

I receive a partial refunding of EUR 18.70 per month for the months of the semester which have already passed. The AStA only refunds at least two months (EUR 37.40).

The **application deadline is 14 days after the date of enrolment.**

**AStA cannot be held liable for lost student ID cards.** Although we keep your ID cards safe here at our office and we try to ensure that it will be send back to you, there is always a slight chance that an ID card is lost (in the mail). To avoid any inconvenience we advise you to see the Semesterticketrückerstattung during office hour and **devalidate your ID personally.**

The **maximum amount of refund for Wintersemester 16/17 is EUR 112,00.** AStA holds in **EUR 01,00** of the original Semesterticket fee (EUR 113,00) due to **additional expenses** which might occur (e.g. postal charges etc.).

**Please fill in your address on the next page as well!**

Notice about the application  
for a refund of the Semesterticket fee  
according to §4 of the semester fee regulations  
of the Saarland University from 06.02.2012



**Please fill in your address!** (in the box)

Dear applicant,

your application from \_\_\_\_\_

- has been granted.
  - You receive a refund of ② ③ ④ ⑤ ⑥ months; EUR 18.00 per month. (Maximum refund: EUR 109.00)
  - We enclosed your student ID in the letter (the stamp of the SaarVV has been removed).
  - The refund will be transferred to your bank account **after November 15 2015**. If you have any further questions please feel free to contact our accounting department (☎: 0681/ 302-4322).
  
- has been rejected due to the following reasons:

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Legal advice:

Within one month after the receipt of this notice an appeal (in writing or verbally, for transmission) may be made against the committee's decision. Please submit the appeal to the AStA der Universität des Saarlandes, Abhofach 5, 66123 Saarbrücken.

Yours sincerely, on behalf of the Semesterticket refund committee (Erstattungsausschuss),

Saarbrücken, \_\_\_\_\_