

Given name	
Family name	
Street, house number	
Post code, city	
For queries: e-mail/tel. no.	
Student registration number ( <i>Matrikelnummer</i> )	

To  
Studierendenwerk Niederbayern/Oberpfalz (Lower Bavaria/Upper Palatinate)  
Am Lurzenhof 1  
D-84036 Landshut  
Fachbereich Beratung Studentisches Leben (Department Counselling Student Life)  
Room E0 05  
via email to: [beratung-studentisches-leben@stwno.de](mailto:beratung-studentisches-leben@stwno.de)

**Application for reimbursement of fees for winter semester \_\_\_\_ / summer semester \_\_\_\_**

**I apply for the reimbursement**

of the basic student service fee (Studierendenwerk fee)

of the basic semester ticket fee

**on grounds of**

**severe disability** and entitlement to free use of local public transport in accordance with the Ninth Book of the German Social Code (SGB IX).

As evidence, I enclose all of the following:

- pass attesting severe disability along with a supplementary sheet and the corresponding ticket (copy)
- certificate of enrolment (*Immatrikulationsbescheinigung*) (copy)
- details of a valid bank account

The application must be submitted within the administrative semester.

**enrolment in two different universities** (parallel studies /*Doppelimmatrikulation*)

As evidence, I enclose all of the following:

- evidence that fees were paid at both universities by presenting the certificates of enrolment (*Immatrikulationsbescheinigungen*) (copy)
- details of a valid bank account
- indication of the date of enrolment at the universities

First enrolment at (university): ..... Date:.....

Second enrolment at (university): ..... Date:.....

The application must be submitted before the first day of lectures of the respective semester.

**withdrawal from university due to admission to an admission-restricted degree programme**

As evidence, I enclose all of the following:

- notice of admission to the new university within one month of the start of the semester (copy of evidence: notification of admission (*Zulassungsbescheid*) and
- certificate of enrolment (*Immatrikulationsbescheinigung*)
- certificate of withdrawal from the university from which the refund is requested (copy of evidence: withdrawal application (*Antrag auf Exmatrikulation*) and the withdrawal certificate (*Exmatrikulationsbescheid*))
- if the student card was handed in at the university, confirmation of the university that the student card had been handed in (form available at the university)
- details of a valid bank account

The application must be submitted within one month after admission to an admission-restricted degree programme. The application can only be granted if the prerequisites are met and the student card has been submitted.

**withdrawal from university**

As evidence, I enclose all of the following:

- withdrawal from the university from which the refund is requested by the first day of lectures (copy of evidence: withdrawal application (*Antrag auf Exmatrikulation*) and withdrawal certificate (*Exmatrikulationsbescheid*))
- if the student card was handed in at the university, confirmation of the university that the student card had been handed in (form available at the university)
- details of a valid bank account

The application must be submitted within the first 14 days of the lecture period. The application can only be granted if the prerequisites are met and the student card was submitted.

**The reimbursement sum shall be transferred to my following account:**

Bank institute and city	
IBAN	
BIC	

\_\_\_\_\_ City, date

\_\_\_\_\_ Signature

## Data protection information and declarations

You are free to provide us with your personal data requested above. Without this data, however, your request cannot be processed!

### **Consent form:**

Your personal data will be computer-processed exclusively for the purpose of reviewing your application. Your data will be transferred to the involved social counselling staff of the Studierendenwerk Niederbayern/Oberpfalz (Lower Bavaria/ Upper Palatinate) and to the administrative staff of the Studierendenwerk; if necessary, your data will be passed on to other departments of the university/college that are concerned with your application. Your data will only be forwarded to third parties not involved in this process with your express consent. The Studentenwerk deletes all personal data after the reasons requiring data use or the legal reasons requiring data storage for verification purposes have ceased to exist (Section 1 paragraph 3 letter B DSGVO (General Data Protection Regulation)). You have the right to revoke your consent at any time without it affecting the lawfulness of the processing carried out on the basis of your consent until revocation. In this case, your data will not be used anew. You also have the right to access your data, as well as to have it corrected, deleted and have data processing limited. Furthermore, you have the right to object to processing, the right to transfer data and the right to appeal to a supervisory authority. You can contact the data protection officer of Studierendenwerk Niederbayern/Oberpfalz (Lower Bavaria/ Upper Palatinate) to pose questions and to assert your rights as a data subject. To initiate contact, you can send an e-mail to [datenschutz@stwno.de](mailto:datenschutz@stwno.de) or a letter addressed to Studierendenwerk Niederbayern/Oberpfalz bearing the note "zu Händen des Datenschutzbeauftragten" ("for the attention of the data protection officer")

I consent to the processing of my data as described above

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City, date

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Signature