



Matriculation number:

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## My electronic student ID card

is attached     is kept by me  
me     will be handed in later     has never been received by

The deposit on your electronic student ID card will only be refunded within one year after removal from the register of students and only if your student ID card has been handed in! Please make sure that no credit is left on your electronic ID card in case you have used it for purchasing meals at student restaurants!

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## My bank details for refunds:

Bank: \_\_\_\_\_ Bank identification number: \_\_\_\_\_ Account  
number: \_\_\_\_\_

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## I know that

1. if I have already rematriculated, all certificates stating that I am a student (as well as the „Stammdatenblätter“) will be null and void
2. in case I have already rematriculated, my updated chip card/student ID card has to be handed in/shown so that (membership) fees etc. can be refunded
3. according to § 11 Absatz 2 of the Hessian *Immatrikulationsverordnung* a removal from the register of students with retroactive effect is not possible.
4. in case of withdrawal of matriculation I have to hand in all documents I have received (certificates stating that I am a student, „Stammdatenblätter“, etc.). Only then will I receive a possible refund of already paid semester contributions/study fees (minus a processing fee of € 50 and €30 according to the administrative fees act of the HMWK).

Furthermore, I declare that I do not possess any books, equipment, keys, etc. belonging to the university.

City, date

\_\_\_\_\_

Signature

\_\_\_\_\_

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To be filled in by university staff:

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## Bearbeitungsvermerke (wird von der Universität ausgefüllt)

- Auszahlung des Sozialbeitrags: \_\_\_\_\_ €
- Auszahlung des Chipkartenpfandes: \_\_\_\_\_ €
- Sonstige Auszahlung \_\_\_\_\_ €

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- Sozialbeitrag wurde eingezahlt – keine Rückmeldung erfolgt**  
(d.h. nicht rückgemeldet und keine Chipkarte aktualisiert – Studierende/r muss nichts mehr nachreichen)
- Rückgemeldet – Chipkarte abgegeben ja/nein**  
(Studierende/r ist rückgemeldet – hat den Stammdatenausdruck und die Chipkarte ist aktualisiert)
- Chipkarte wurde zurückgesetzt**
- Exmatrikulationsbescheinigung ausgehändigt/versandt am** \_\_\_\_\_