

# REQUEST FOR A REFUND OF THE SEMESTER FEE / PUBLIC TRANSPORTATION TICKET

AStA Technische Hochschule Lübeck  
Sekretariat  
Stephensonstr. 1-3, Geb. E.4  
23562 Lübeck

sekretariat @asta-thl.de



## Personal information:

O Summer term \_\_\_\_\_

O Winter term \_\_\_\_\_

## APPLICATION AND EXMATRICULATION DEADLINES:

31.03.

30.09.

Full Name: \_\_\_\_\_

E-Mail Address (of the TH): \_\_\_\_\_

@stud.th-luebeck.de

Student ID and applicant number: \_\_\_\_\_

IBAN: \_\_\_\_\_

BIC: \_\_\_\_\_

Name of the Bank \_\_\_\_\_

I have already ordered a ticket for the term: \_\_\_\_\_

☐ no

☐ Handyticket

## Reason for the request:

O *Cancellation of registration:*

## Please provide the following documents

\* Confirmation of the cancellation from the THL

\* Receipt of the payment

O *Exmatriculation:*

\* Exmatriculation of the THL

\* Receipt of the payment

O *Holiday semester:*

\* Certificate of study with corresponding note

\* Receipt of the payment

O *Physical and mental disability:*

\* Copy of the severely disabled person's identity card

\* Receipt of the payment

\* Certificate of study

O *Participation in an exchange programme  
as well as internships and theses:*

\* Contract for the duration of the stay of min.

15 weeks outside the area of validity (F-1-form)

\* Receipt of the payment

\* Certificate of study

O *Participation in an online study programme:*

\* Receipt of the payment

\* Certificate of study

O *Double study in Lübeck:*

\* Receipt of the payment

\* Both certificates of study

With my signature I confirm that all information above are correct. I know that a request without the required documents or a request with wrong information can not be processed.

All your personal information would only be used to process your request.

Place, Date \_\_\_\_\_

Signature \_\_\_\_\_

This request only handles the fee for the public transportation ticket, the AStA and university sports. The fee of the Studentenwerk (79€) must be requested at the Studentenwerk. Further information can be found under: studentenwerk.sh