

## Application for Ex-matriculation

<b>Course of Studies:</b>	
<b>Date of ex-matriculation:</b> - cannot apply retrospectively -	

Surname, first name:		
Matriculation number:		Date of birth:
Street, house number:		
Town / post code:		
Telephone:		
E-mail address:		

Reason of ex-matriculation: **(please mark with a cross where applicable)**

- 02 Interruption of studies
- 04 Change of university
- 05 Voluntary military service, federal or youth voluntary service
- 06 Final termination of studies
- 09 Other

**Enclosures (mandatory to submit):**

- CampusCard (Studierendenausweis)
- Form showing that all responsibilities have been discharged (Discharge of liability)

I confirm the completeness and correctness of the information provided.  
I have taken note of the information below.

\_\_\_\_\_

Place and date

\_\_\_\_\_

Signature

- If you give no date, the date of receipt of your application applies.
- Inform the BAföG-Amt immediately that you have been ex-matriculated.  
This will avoid the risk of over-payment.
- If the application for ex-matriculation is not made within one month of the start of the semester, only the Semesterticket can be refunded.  
Apply to AStA: <https://hrz-wiki.jade-hs.de/de/tp/campuscard/semesterticket>

# Discharge of liability

(not for graduates)



The institutes or departments listed below should confirm that in the case of this student there are no outstanding bills/accounts or liabilities. Please write in block capitals.

Surname, first name: \_\_\_\_\_

Matriculation number: \_\_\_\_\_ Course of studies: \_\_\_\_\_

Department	Date / Signature / Stamp
Department 4 Building Management (room H E1)	
Library	
Geodetic workshop for the courses: Angewandte Geodäsie Geoinformatik Geoinformationswissenschaften Wirtschaftsingenieurwesen-Geoinformation	Roelfs or Scheidweiler (room G 14):

## Reimbursement:

If you break off your studies before April 1st your re-matriculation fee for the summer semester (or October 20th for the winter semester) will be reimbursed. Please fill out your bank details:

Name of account holder:		
IBAN:		
Bank:		BIC:

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## To be filled out by the administration office:

- CampusCard received \_\_\_\_\_
- Ex-matriculation form sent + Pension fund statement \_\_\_\_\_
- Reimbursement of semester fees \_\_\_\_\_
- Filed \_\_\_\_\_