

|  |
| --- |
| **Application for withdrawal of enrolment** |
|  |
| **To the Enrolment and Examinations Office of UAS Emden/Leer****Please select a place of study** |
| **for the course:** |  |
| **Student or applicant number:** |  |
| Surname, forename: |  |
| Street, house number: |  |
| Postcode, city: |  |
| IBAN no.: |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| BIC code: |  |
| Account holder: |  |
| Bank: |  |
| I hereby request the withdrawal of my enrolment and the reimbursement of any fees paid. |
|  |  |
| Place, date | Signature |
|  |
| **Please note:**In accordance with § 19, para. 6, clause 4 of the *NHG* [Higher Education Act of Lower Saxony], this application may **only be made a month after the official start of lectures** at the University. Enrolment will then be considered to have not taken place.**Important: You must submit your CampusCard with this application.** |
|  |
|  |
| **For internal use by the University of Applied Sciences Emden/Leer:** |
|  |
| Amount to be paid: |  | euros |
|  |  |  |
| Accurate: |  |  |
|  | (Place/date/signature) |  |
|  |
|  |
| **Confirmations of release**(Please obtain confirmations of release; de-registration will not be carried out without them!) |
| Library | Keys, door card | Lab engineerLab manager | Transponder(EE+I and energy efficiency only) |
| Caretaker(9:30 am - 10 am, room T 64) | SSC(Mon-Thurs 9 am - 4 pm, Fri 9 am - 12 pm) |

Updated: January 2020