

Postadresse (Postfach):

Universität Kassel
 Studierendensekretariat
 34109 Kassel

Visitor's address:

Campus Center
 Moritzstr. 18
 3rd. Floor.

Request for de-registration

Last Name:		First Name	
Registration Number:		Date of Birth:	
Street:		House Number:	
City:		ZIP Code:	

I am currently studying the following combination in my first degree program:

Desired Degree (e.g. Bachelor)	Course of Study / Subjects:
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I would like to terminate all courses of study and thus be exmatriculated from the Univ. of Kassel.

Reason for Deregistration:

(see chart on the right)

Effective Date of Deregistraion:

End of summer semester (Sept. 30)

End of winter semester (March 31)

Within the semester to:

01/ Graduation (please hand in certificates)
02/ Interruption of Studies
03/ Ending the program without graduation
04/ Change to another university
06/ Definite stopping of the studies
09/ Other reasons

Retroactive de-registraion is excluded.

Refund of Semester Fee

A refund of the semester fee is only possible within the following deadlines (cut-off period):

- for a winter semester until Oct. 31.
- for a summer semester until April 30

Your semester fee already paid will automatically returned to the payer's bank account after you have been exmatriculated.

If there are no outstanding borrowings and overdue fines at the library, you can have any existing credit on the CampusCard paid out. Please contact the Studierendenwerk of the University of Kassel. You can find more information here: <https://www.studierendenwerk-kassel.de/campuscard/>

Declaration: I assure the completeness and correctness of my statements.

City, Date

Signature of Proposer