

Status: January 2024

## Information

Applications for **summer semesters** have to be submitted **until May 15th**, applications for **winter semesters until November 15th**. Refunds will be processed within four weeks after the deadline. All applications submitted after the deadline will be rejected due to formal, organisational and financial reasons. **The application will only be processed if it is complete with all necessary documents.** You can find out which additional documents you need to submit in the list below. Please submit the application form **digitally via [finanzen\\_asta@muthesius.de](mailto:finanzen_asta@muthesius.de) or via post to the following address: AStA Muthesius Kunsthochschule; z.H. Finanzreferat; Legienstraße 35; DE 24105 Kiel.**

**Name**

**Study Course**

**E-Mail Address**

**IBAN**

**BIC**

## Reason for Refund

Exmatriculation / Cancellation of Enrollment (§3 BEO\*)

- Certificate of Exmatriculation / Certificate of Cancellation of Enrollment
- Original Leporello/Leaflet (if already received), a photo does **not** suffice

Leave of Absence

- University Confirmation of Leave of Absence
- Original ticket of Leporello/Leaflet (if already received), a photo does **not** suffice

Gratuitous Transportation due to Disability (§6/2 BEO\*)

- Disability Card

Non-Use of Transportation due to Disability (§6/3 BEO\*)

- Disability Card

Study Period outside of Kiel (semester abroad, internship etc.) (§6/4 BEO\*)

- Proof of Internship / Erasmus Certificate of Admission
- Original ticket of Leporello/Leaflet (if already received), a photo does **not** suffice

Accidental Double Transfer of Semester Fees

- Redacted Bank Statements for both Transfers

**Place, Date, Signature**