
Surname, first name

Account holder

Street, house no.

IBAN

Zip code, city

BIC

E-mail

Credit institution

Please send the completed application including documents to:

by e-mail **haertefall@stupa-hfmt-koeln.de**

by post **Härtefallausschuss des Studierendenparlaments
Hochschule für Musik und Tanz Köln
Unter Krahenbäumen 87
50668 Köln**

Application for refund of the semester and NRW ticket for the winter semester (WiSe) _____ or the summer semester (SoSe) _____

- Initial application
- Follow-up application
(only valid from WiSe 2022/2023 in the semester immediately following the initial application)

I hereby apply for a refund of my contribution for the semester and/or NRW ticket, as

- I cannot be expected to pay the ticket contribution for financial reasons.
- I cannot be expected to pay the ticket contribution for another plausible reason
(only in consultation with the Härtefallausschuss)

I am aware that incorrect and/or incomplete information may be subject to criminal prosecution and that unjustly refunded contributions may be reclaimed.

All necessary documents are enclosed (see page 2).

I certify that the information I have provided is accurate and complete.

Place, date

Signature applicant

Please fill out and enclose supporting documents:

For Follow-up application (Bei Folgeantrag)

- Certificate of study for the semester you are applying for
(Studienbescheinigung des Antragssemesters)
 - Affidavit that there are no changes to the first application of the previous semester
(eidesstattliche Erklärung, dass es keine Änderungen zum Erstantrag des vorigen Semesters gibt)
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For Application for financial reasons (Bei Antrag aus finanzieller Härte)

- Certificate of study for the semester you are applying for
(Studienbescheinigung des Antragssemesters)
- detailed written description of personal and financial circumstances; reasons for refund (ausführliche schriftliche Darstellung der persönlichen und finanziellen Verhältnisse; Gründe für die Erstattung)
- Proof of income - Bank statements or employment contract
(Einkommensnachweise - Kontoauszüge oder Arbeitsvertrag)

I receive „BAföG“: nein (certificate of rejection is required if available)
 ja (Verification is required)

- Proof of the amount of the health insurance contribution, if self-insured
(Nachweis über Höhe des Krankenversicherungsbetrags, falls selbst versichert)
 - Proof of non-existing work permit, if available (ggf. Nachweis über nicht vorhandene Arbeitserlaubnis)
-

For Application for another reason (Bei Antrag wegen anderer Gründe)

– **only in consultation with the Härtefallausschuss**

- Certificate of study for the semester you are applying for
(Studienbescheinigung des Antragssemesters)
- detailed written description of reasons for refund applying for
(ausführliche schriftliche Darstellung der Gründe für die Erstattung)
- possibly further documents, in consultation with the Härtefallausschuss