

First name: \_\_\_\_\_ Last name: \_\_\_\_\_

Matriculation number: \_\_\_\_\_ Mail: \_\_\_\_\_

Address: \_\_\_\_\_

IBAN: \_\_\_\_\_ BIC: \_\_\_\_\_

### Application for reimbursement of tuition fees due to ÖH activity

The application for reimbursement of tuition fees must be submitted to the ÖH between 15.02. and 15.03. for the winter semester and between 15.09. and 15.10. for the summer semester and can be submitted a maximum of 4 times at a maximum of 100%. For proof of ÖH activity, the form SB9 of the scholarship office „Erklärung der Zeiten der Tätigkeit als Studierendenvertreter\*in im Sinne des Hochschülerschaftsgesetzes“ (Declaration of periods of activity as a student representative within the meaning of the Austrian Student Union Act) must be used.

#### Principles for the calculation of the refund claim:

- a) a) ÖH Chairperson and ÖH Officer according to § 3 Abs. 1 Studienbeihilfenverordnung: Reimbursement of 100% of the tuition fee per semester for a maximum of four semesters;
- b) Deputy Chairperson of the ÖH and Chairperson of the student representatives according to § 3 para. 2 Studienbeihilfenverordnung: refund of 75% of the tuition fee per semester;
- c) Administrator of the university representative body or mandatary of the student representative body or university representative body according to para. 3 Studienbeihilfenverordnung: Refund of 50% of the tuition fee per semester;
- d) Other student representatives according to § 3 Abs. 4 Studienbeihilfenverordnung: Refund of 25% of the tuition fee per semester.

I have paid tuition fees

and am requesting a refund for:	Amount EUR (excl. ÖH contribution)	I have already received a refund received for (semester)	to the extent of %

To be filled out by the ÖH:

Total Amount EUR	Approved in %	Refund in EUR

I confirm with my signature that the information provided is correct. I have not used/will not use any other funding possibilities for the reimbursement of tuition fees. A refund will be granted after appropriate examination by the Alpen-Adria-Universität. I am reminded of the penal consequences of providing incorrect information in connection with the waiver of tuition fees according to § 92 Abs. 6 UG.

#### DECLARATION OF CONSENT

I acknowledge that the personal data provided, in particular name, contact and bank details, will be stored and processed internally for the purpose of fulfilling the contract. I am also aware that the original application will be archived for legal and accounting reasons. In accordance with the DSGVO, you are entitled at any time to request from ÖH Klagenfurt, represented by the respective chair, who can be reached at oeh.vorsitz@aau.at, information about the data stored about you. In accordance with Article 17 DSGVO, you may request the correction and deletion of individual personal data at any time. I expressly consent to my data being stored and processed internally by ÖH.

Klagenfurt, on \_\_\_\_\_

Signature: \_\_\_\_\_