



**ERASMUS / EXCHANGE STUDENTS
REFUND SECURITY DEPOSIT**

In order to receive a room in one of the student residences by STUDENTENWERK, you are required to make a security deposit of EUR 300 (payable by international bank transfer at least 2 weeks before the beginning of your contract).
The security deposit will be refunded to you approx. 8 weeks after the end of your contract if

- you leave your room clean and without any damages (check-out appointments with the caretaker of your residence must be scheduled at least two weeks in advance)
- you have always paid your rent in full and have no debts with STUDENTENWERK

There are two possible ways to receive the refund. Please mark below which option you prefer and supply the requested information for the option you choose.

- You must fill in all fields otherwise the bank transfer cannot be made. If you fail to provide complete and correct information you will not receive the refund.
- Please contact your bank in advance to find out your BIC (Bank Identifier Code) and IBAN number (International Bank Account Number), since they are necessary to identify your bank and account number in international bank transfer.

Do not fill out this form by hand but use the computer!

MY PERSONAL DATA

Student Name	
Student Residence	

REFUND TO MY GERMAN BANK ACCOUNT

No fees are deducted from your security deposit if it can be transferred to a German bank account. You may arrange with your bank to keep your account open for 2 months after you have left and ask them to close the account at a certain point in time and transfer the balance to your account in your home country. However, you should ask first what fees the bank charges you for this extra service.

Name of Bank			
Bank Code (BLZ)			
Account Number			
Name of Account Holder			

Is this the same account that was used for the withdrawal of your monthly rent?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If account holder is not the tenant, both – account holder and tenant – must sign here

Date / Signature Account Holder **Date / Signature Tenant**

REFUND TO AN ACCOUNT IN MY HOME COUNTRY

If you close your German bank account, the refund can also be transferred to a bank account in your home country. The bank fees that may apply for this service will be deducted from your refund.

Name of Home Bank			
Address of Home Bank (Street / City / Postal Code / Country)			
Account Number		Bank Code	
IBAN Code of Account		Internat. Bank Code (BIC)	
Name of Account Holder			
Address of Account Holder (Street / City / Postal Code / Country)			

Date / Signature	
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