



## FAQ on the application for a full or partial refund of the semester contribution at Studentenwerk Magdeburg

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## 1. Where can I find the refund application?

- Here: <https://www.studentenwerk-magdeburg.de/en/social-affairs/financial-advice/refund-of-semester-fee/> (available in German and English)

## 2. How can I submit the application?

You have the following options to submit the completed application to us, Studentenwerk Magdeburg:

- **By email:** Send the application to the Student Service Department at [refund@studentenwerk-magdeburg.de](mailto:refund@studentenwerk-magdeburg.de)
- **By post:** You can send the application documents by mail (we recommend sending them with proof of dispatch!) to:  
  
Studentenwerk Magdeburg  
StudierendenService  
Johann-Gottlob-Nathusius-Ring 5  
39106 Magdeburg  
Germany
- **In person:** You may submit the application directly in Magdeburg at the [Financial Advisory Service](#) or [Social Counseling Service](#) during their respective consultation hours.
- **By mailbox:** You can also drop the application into our mailbox in front of our administrative office at Residence Hall 7 (Johann-Gottlob-Nathusius-Ring 5, 39106 Magdeburg). Please make sure to use the correct mailbox labeled "Studentenwerk Magdeburg."

## 3. For which reasons can I apply for a refund?

- An application for a refund of the semester contribution and/or the semester ticket can be submitted for the following reasons:
  - exmatriculation
  - leave of absence
  - possession of a valid severe disability ID card (*Schwerbehindertenausweis*) and a valid token (*Wertmarke*) including the corresponding supplement issued by the pension office (*Versorgungsamt*)
  - double enrolment (transition from Bachelor's to Master's degree when changing universities, provided that the university is affiliated with Studentenwerk Magdeburg)
  - a semester-long stay abroad; proof is required that the stay abroad for study or internship purposes lasts at least 6 months during the respective semester from your home university
- A refund application cannot be submitted for:
  - applicants who may have been enrolled for a short time and/or already paid the semester contribution but then decided not to take up the study place (in most cases, the semester contribution or part of it is refunded by the university; please contact your university directly, see point 5)
  - tuition fees (for fee-based degree programs or second-degree fees). Please contact your university directly.



## 4. What exactly can be refunded?

Reason	HS Magdeburg-Stendal	OVGU	HS Harz
In case of exmatriculation*	Partial Studentenwerk contribution + Student council partial contribution		(full refund by HS Harz)
In case of leave of absence	Partial Studentenwerk contribution		
Possession of a severe disability ID card and a valid token ( <i>Wertmarke</i> )	Partial Deutschlandsemesterticket contribution		Partial semester ticket contribution
Double enrollment*	Full refund of the lower semester contribution		
Stay abroad (at least 6 months abroad during the respective semester)	Partial Deutschlandsemesterticket contribution		No refund

- Please note that any **late fee** that may have been charged will **not** be refunded.
- \* In case of exmatriculation, the **Deutschlandsemesterticket** is refunded directly by OVGU or Hochschule Magdeburg-Stendal up to a certain deadline. See point 6.3.

## 5. Who can apply for a refund at Studentenwerk Magdeburg?

- The following groups of people may apply for a refund at Studentenwerk Magdeburg:
  - (former) students of Hochschule Magdeburg-Stendal (both campuses)
  - (former) students of Otto-von-Guericke-Universität Magdeburg (OVGU)
  - (former) students of Hochschule Harz (both campuses)
    - only in cases of leave of absence, possession of a severe disability ID card with a valid token (*Wertmarke*), or double enrollment.
    - In cases of exmatriculation, students of Hochschule Harz usually receive a refund of the semester contribution directly from Hochschule Harz.
    - If you have any questions, please contact the [Admission and Registrar's Office](#) (*Dezernat für studentische Angelegenheiten*).
- For applicants whose enrollment has been withdrawn, the following applies:  
The semester contribution is generally not refunded by Studentenwerk Magdeburg, but by the respective university. Applicants of OVGU should therefore contact the [Student Office](#), and applicants of Hochschule Magdeburg-Stendal should contact the [Enrollment Office](#) (*Immatrikulationsamt*). Certain deadlines apply.

## 6. Which deadlines must be observed?

When applying for a refund, the **following deadlines must be observed**:

- The **refund application** must always be received by Studentenwerk Magdeburg no later than the end of the first month of the new semester. Important: What counts is the initial receipt of the application by Studentenwerk Magdeburg.



- Please note that different (earlier) deadlines and rules apply to the partial refund of the Deutschlandsemesterticket. See point 6.3.

#### 6.1 In case of exmatriculation:

- In addition to the application deadline, the **date of exmatriculation** must be before the start of the semester for which the refund is requested. This means that the date of exmatriculation must not fall within the semester for which you are requesting a (partial) refund of the semester contribution.
- Please note that different (earlier) deadlines and rules apply to the refund of the Deutschlandsemesterticket. See point 6.3.

#### 6.2 In case of leave of absence:

- In addition to the application deadline, the following applies: The leave of absence must be **approved no later than the end of the first month of the new semester**. In individual cases, the approval may be submitted at a later date. Please contact the case officers responsible for refund applications (see point 13) in this regard.

#### 6.3 Deutschlandsemesterticket of OVGU and Hochschule Magdeburg-Stendal:

- In case of exmatriculation:
  - The refund of the Deutschlandsemesterticket is handled directly by OVGU or Hochschule Magdeburg-Stendal. To receive a refund of the Deutschlandsemesterticket, you must submit the **application for exmatriculation** fully completed (including all clearance notes) **by 15 September** (for the winter semester) or **by 15 March** (for the summer semester).
  - **At OVGU**, submit the application at the Infopoint of the Campus Welcome Center (Building 01, main campus) or by email to [servicecenter@ovgu.de](mailto:servicecenter@ovgu.de).
    - See also the [OVGU FAQ](#) about the Deutschlandsemesterticket.
    - **After this deadline**, a refund **can only be guaranteed** if you complete your exmatriculation **by 24 September** (for the winter semester) or **by 24 March** (for the summer semester) in person during the consultation hours of the Student Registration Office at the Campus Welcome Center. Please make sure to book an appointment in advance.
    - The [Student Registration Office](#) will be happy to answer any questions regarding the refund of the Deutschlandsemesterticket.
  - **At Hochschule Magdeburg-Stendal**, submit the application to the [Enrollment Office](#) (Immatrikulationsamt).
    - See also the [FAQ of Hochschule MD-SDL](#) about the Deutschlandsemesterticket.
    - **After this deadline**, a refund **can only be guaranteed** if you complete your exmatriculation **by 24 September** (for the winter semester) or **by 24 March** (for the summer semester) in person during the consultation hours of the Enrollment Office.
    - The [Enrollment Office](#) will be happy to answer any questions regarding the refund of the Deutschlandsemesterticket.

- In case of a stay abroad:



- If you complete an internship or a semester abroad for the entire semester, you must submit the application for a refund of the Deutschlandsemesterticket **to us, Studentenwerk Magdeburg, by 15 September** for the winter semester or **by 15 March** for the summer semester.
- **Please note that the semester dates of your home university apply.**  
This means you must spend at least **01 April – 30 September** (summer semester), or **01 October – 31 March** (winter semester) abroad and provide proof for this entire period. The semester dates of the host university **do not apply**.

#### 6.4 Overview of all deadlines:

	Otto-von-Guericke-Universität or Hochschule Magdeburg- Stendal		Hochschule Harz	
Refund for ...	SoSe	WS	SoSe	WS
Date of exmatriculation no later than ...	31.03.	30.09.		
Approved leave of absence application no later than ...	30.04.	31.10.	31.03.	30.09.
Application received by Studentenwerk no later than ... (→ please note section 6.3!)	30.04.	31.10.	31.03.	30.09.
<b>Refund of the Deutschland semester ticket</b>				
	SoSe	WS		
Application for exmatriculation submitted to university no later than ... (→ please note section 6.3!)	15.03.	15.09.		
Application due to a stay abroad submitted to Studentenwerk no later than ...	15.03.	15.09.		

## 7. How is the semester contribution composed?

- In most cases, full-time students pay the following contributions (status: 12 January 2026):

Component	Otto-von-Guericke-Universität	Hochschule Magdeburg-Stendal (Magdeburg)	Hochschule Magdeburg-Stendal (Stendal)	Hochschule Harz (Wernigerode)	Hochschule Harz (Halberstadt)
Studentenwerk partial contribution	€90.00	€90.00	€81.00	€90.00	€81.00
Semester ticket partial contribution	€208.80	€208.80	€208.80	€30.00	€30.00
Student council partial contribution	€12.50	€10.00	€10.00	€10.00	€10.00
Total	€311.30	€308.80	€300.80 (also includes €1 cultural contribution)	€130.00	€121.00



- However, there are exceptions, e. g. for continuing education programmes. Different contributions may apply. Please contact your higher education institution for further information.

## 8. Can I receive a pro rata refund of the semester contribution if I am granted a leave of absence or exmatriculated in the middle of the semester?

- No, this is not possible. The applicable contribution regulations stipulate that only full amounts can be refunded. You can view them here:  
<https://www.studentenwerk-magdeburg.de/studentenwerk/dokumente/>
- A pro rata refund during the semester is not possible because, after the end of the processing deadline, the contributions are forwarded to the respective institutions in accordance with budget planning. Once transferred, the funds cannot be reclaimed.

## 9. Which documents must I submit for the refund application to Studentenwerk Magdeburg?

- **IMPORTANT:** You may submit documents later! To meet the application deadline, it is sufficient to first submit the application for a refund of the semester contribution. Please submit the remaining documents as soon as possible. The case officers will set a deadline for submitting the missing documents.
- In the case of exmatriculation (Otto-von-Guericke-Universität or Hochschule Magdeburg-Stendal):
  - Completed and signed application for a refund of the semester contribution
  - Copy of the exmatriculation certificate
  - Copy of proof of payment for the requested refund amount (e. g. screenshot)
  - **IMPORTANT – only for students of Otto-von-Guericke-Universität:**  
The original student ID card is mandatory, as we must ensure that it is not misused.
- In the case of a leave of absence:
  - Completed and signed application for a refund of the semester contribution
  - Copy of the certificate of enrolment indicating the leave of absence
  - Copy of proof of payment for the requested refund amount (e. g. screenshot)
- If a disability ID card with a valid token is available:
  - Completed and signed application for a refund of the semester contribution
  - Copy of the certificate of enrolment
  - Copy of the valid disability ID card
  - Copy of the valid supplementary sheet (*Wertmarke*)
  - Copy of proof of payment for the requested refund amount (e. g. screenshot)
- In the case of a study-related stay abroad for a full semester (Otto-von-Guericke-Universität or Hochschule Magdeburg-Stendal):
  - Completed and signed application for a refund of the semester contribution



- Copy of the certificate of enrolment
- Proof of the stay abroad (e. g. contract with the foreign university, Letter of Acceptance, Notification of Selection Results, Offer Accepted, Visa Letter bearing the name of the respective university, Certificate of Admission)
  - Erasmus+ Nomination letters are not accepted
- Copy of proof of payment for the requested refund amount (e. g. screenshot)
- In case of double enrolment:
  - Completed and signed application for a refund of the semester contribution
  - Copies of the certificates of enrolment from both universities
  - Copies of proof of payment for both semester contributions (e. g. screenshots)

## 10. How long does the processing take?

- In general, we ask for your patience, as the processing procedure may take several weeks.
- We endeavour to send an acknowledgement of receipt to all applicants. Due to a high volume of applications, this may not always be possible promptly.
- The processing procedure consists of the following steps:
  - The applications are processed and approved (or rejected) by Studentenwerk Magdeburg.
  - Once your application has been processed, you will receive an email either requesting additional documents or, if your application is already complete, informing you of the approval (or rejection with reasons).
  - Approved refund applications are collected until the application deadline has passed.
  - In the case of exmatriculation or double enrolment, a list containing the names and matriculation numbers of the approved refund applications is forwarded to Otto-von-Guericke-Universität or Hochschule Magdeburg-Stendal. The (partial) contribution is refunded there and you will receive the money back.
  - In the case of a leave of absence, a valid disability ID card, or a stay abroad, a list containing the names and matriculation numbers of the approved refund applications is forwarded to the accounting department of Studentenwerk Magdeburg. The partial contribution is then refunded by them.
- Overall, you can expect the refund no later than the end of the semester for which the application was submitted.

## 11. What is the legal basis?

- The rules governing refunds are laid down in the **contribution regulations** (*Beitragsordnung*).
- You can download the contribution regulations (in German) here:  
<https://www.studentenwerk-magdeburg.de/studentenwerk/dokumente/>
- The contribution regulations are determined by the Administrative Board (*Verwaltungsrat*). The Administrative Board consists of representatives of Studentenwerk Magdeburg, Otto-von-Guericke-Universität, Hochschule Magdeburg-Stendal and Hochschule Harz.



You can find the representatives here:

<https://www.studentenwerk-magdeburg.de/studentenwerk/verwaltungsrat/>

## 12. What if I do not agree with the rejection of my application?

- You have the option to file an objection (*Widerspruch*). The objection must be submitted to us in writing (see section 2) and must be received by Studentenwerk Magdeburg within one month after receipt of the rejection notice.
  - *In writing* means: by post or by email as a PDF document bearing your signature.

## 13. I still have a question...

- Please contact the Financial Advisory Service (*Finanzierungsberatung*) or, representatively, the Social Advisory Service (*Sozialberatung*).
  - Email: [refund@studentenwerk-magdeburg.de](mailto:refund@studentenwerk-magdeburg.de)
  - Ronja Zimm (Financial Advisory Service): +49 391 67 58357, mobile: +49 173 2578256
  - Jennifer Beder (Social Advisory Service): +49 391 67 57582, mobile: +49 163 2220663
- You can also find contact details and personal consultation hours here:  
<https://www.studentenwerk-magdeburg.de/en/social-affairs/>

Student Services  
Studentenwerk Magdeburg