STUDENTENWERK MAGDEBURG

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

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STUDENTENWERK MAGDEBURG

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
- **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:
  - 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)
  - Former students of University "Otto-von-Guericke", Harz University of Applied Sciences and Magdeburg-Stendal University of Applied Sciences due to withdrawal from the university (this is done automatically by the respective university)

- tuition fees (for fee-based degree programs or second-degree fees). Please contact your university directly.

4. What exactly can be refunded?

Reason	OVGU	HS Magdeburg-Stendal	HS Harz
In case of leave of absence	Partial Studentenwerk contribution		
Possession of a severe disability ID card and a valid token (*Wertmarke*)	Partial Deutschlandsemesterticket contribution		Partial semester ticket contribution
Double enrolment	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.

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

- The following groups of people may apply for a refund at Studentenwerk Magdeburg:
  - Students at:
    - Otto von Guericke University Magdeburg (OVGU),
    - Magdeburg-Stendal University of Applied Sciences (both campuses)
    - Harz University of Applied Sciences (both campuses)
  - for the following reasons:
    - in the event of a leave of absence, or
    - during a period spent abroad, or
    - if they hold a severely disabled person's pass and a valid token, or
    - in the case of double enrolment.

- In the event of de-registration or the revocation of enrolment before the start of studies, former students or applicants to the aforementioned universities will be refunded the semester fee in full or in part directly by the university. The relevant deadlines set by the respective university apply. If you have any questions, please feel free to contact the relevant department at your university:

University	relevant department at the university
Otto von Guericke University Magdeburg	Student Registration Office
Magdeburg-Stendal University of Applied Sciences	Enrolment Office
Harz University of Applied Sciences	Student Affairs Department

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 due to a period spent abroad. See section 6.2.

6.1 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.

6.2 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 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.

6.3 Overview of all deadlines:

	Otto-von-Guericke-Universität or Hochschule Magdeburg-Stendal		**Hochschule Harz**	
Refund for …	SoSe	WS	SoSe	WS
Application received by Studentenwerk no later than … (→ please note section 6.2!)	30.04.	31.10.	31.03.	30.09.
Approved leave of absence application no later than …	30.04.	31.10.	31.03.	30.09.
Refund of the Deutschlandsemesterticket in case of a stay abroad	SoSe	WS		
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 from winter semester 2026/27 (status: 24 June 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	226,80 €	226,80 €	226,80 €	32,00 €	32,00 €
Student council partial contribution	€12.50	€10.00	€10.00	€10.00	€10.00
Total	**€329.30**	**€326.80**	**€318.80** (also includes €1 cultural contribution)	**€132.00**	**€123.00**

- 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 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
- 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)*

- 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

- 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

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 case of a leave of absence, a valid disability ID card, or a stay abroad and dual enrolment, 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
  - Ronja Zimm (Financial Advisory Service): +49 391 67 58357, mobile: +49 173 2578256
  - Jennifer Beder (Social Counselling): +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