



Aschaffenburg University of Applied Sciences
- Student Services -
Würzburger Straße 45

63743 Aschaffenburg

Application for de-registration

I hereby apply for de-registration on the following date:
(Note: Retroactive de-registration is excluded!)

.....
Surname, first name Registration number

Reason for de-registration (please tick the appropriate box)

- Change of university
- Discontinuation of studies
- Other reasons (*please specify*):

.....
.....

Please send the notice of de-registration to the following address:

.....

I have read the information sheet on de-registration.
I am aware that de-registration can only take place once the following confirmations have been signed.

.....
Place, Date Signature

Library:
Confirmation of deregistration

Date, signature

Student Services:
De-registration becomes effective
 requested date
 carried out on _____

Date, signature

Leaflet on de-registration

I. General information

1. Health insurance

Membership of the student health insurance scheme generally ends one month after the end of the last semester for which you enrolled or re-registered. This means that even if you de-register before the end of the semester, your health insurance cover will continue until the end of the regular semester, unless you are required to take out health insurance for other reasons (e.g. as an employee).

2. Promotion of education

If you receive benefits in accordance with the Vocational Training Assistance Act (BAföG), please notify your responsible Office for Educational Assistance of your de-registration immediately.

3. Child benefit

If your parents are still entitled to child benefit due to your studies, the child benefit paying body must be informed of the end of your studies immediately.

4. Pension insurance

Please keep the certificate for statutory pension insurance purposes in a safe place and submit it to the pension insurance institution immediately after taking up employment subject to pension insurance.

5. Computer centre/campus card

The user ID (login) is blocked after de-registration, after which the IT systems can no longer be accessed. All data (including e-mail and print account) and the access authorisation of the Campus Card will be deleted within one month.

The other functions (in particular the library user card) are still available. To avoid misuse, please continue to report the loss of your Campus Card to studienbuero@th-ab.de.

II. Special notes on further studies or changing universities

1. The notice of de-registration must be kept and presented to the receiving university when changing universities.
2. The deadlines for taking repeat examinations are not interrupted by de-registration.
3. If you have been de-registered due to the final failure of an examination, it is not possible to continue studying on the same degree programme at another university. Always enquire about this at the host university.
4. It is possible to apply for a place on another degree programme at any time within the application deadlines.
5. If you have any further questions, please contact the General Student Advisory Service of the TH Aschaffenburg, Tel.: 06021/4206-755, studienberatung@th-ab.de, or the Student Advisory Service of the university you are interested in.
6. Further assistance is also available from your local labour office.