



GERMAN LANGUAGE ONLINE COURSES - REFUND REQUEST

Please save this PDF on your computer before filling in the form in order to ensure your data is transmitted correctly. After completing the form, please re-save the file and e-mail it to:
gastwissenschaftler@isz.uni-heidelberg.de

I: BANK INFORMATION FOR REFUND

Surname(s) of bank account holder:

First name(s) of bank account holder:

Address of account holder

Street, Number:

Postal Code:

City Name:

IBAN: BIC:

II: INFORMATION ABOUT EMPLOYMENT AT HEIDELBERG UNIVERSITY (see explanation below)

- a) I am an employee of Heidelberg University or related to an employee of Heidelberg University
- Yes → go to b) No You can skip b)
- b) Please enter the 8-digit LBV personnel number*
- of the employee (either yourself or your relative, as applicable)
- *This refers to the **first 8 digits of the “Personalnummer”** (before the slash) found on the salary statement.

Explanation: Information required about employment at Heidelberg University

When making payments to third parties, legal obligations with regard to taxation and social security make it necessary for Heidelberg University to collect employment information from the payee. The information that you provide will have no effect on the refund of your course fee. If you are employed by Heidelberg University, you must indicate your LBV personnel number on this form. If you yourself are not an employee of Heidelberg University but one of your relatives is, you must provide the LBV personnel number of your relative (as determined by §15 of the Abgabenordnung – see below). If you have more than one relative who is an employee of Heidelberg University, you must provide the LBV personnel number of only one of these relatives. To determine which relative, please consult the ranking as provided by §15 of the “Abgabenordnung” below.

List of relatives according to § 15 Abgabenordnung:

(1) Relatives are:

1. a fiancé(e)
2. a spouse or civil partner
3. parents, children, grandparents, grandchildren and in-laws
4. siblings,
5. children of siblings,
6. spouses or civil partners of siblings and siblings of spouses and civil partners
7. siblings of parents
8. people with whom you have a long-term relationship involving care-giving and with whom you live in the same household (e.g. foster parents and foster children).

(2) The people listed in paragraph 1 are considered to be relatives even if, in cases 2, 3 and 6, the marriage or civil partnership that was the basis of the relationship has ended.

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