

GERMAN LANGUAGE ONLINE COURSES REQUEST FOR REIMBURSEMENT BY THE DOKTORANDENKONVENT

This request form is to be used **only** for partial reimbursement of the course fee for the **German** language online course offered by the International Study Centre of Heidelberg University in the winter semester of 2025-26. The reimbursement is expected to cover up to € 180.

Please save this PDF to your computer before completing the form.

This completed and signed form must be submitted after the end of the course along with (1) your certificate of regular attendance and (2) a proof of payment to:

doktorandenkonvent@uni-heidelberg.de

Deadline: 01 March 2026

I: BANK DETAILS FOR REIMBURSEN	IENI
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*:
Please note: If you have a non-SEPA / foreign automatically be deducted from your reimbul. II: PERSONAL DETAILS OF THE COU	
Surname(s) of course participant*:	
First name(s) of course participant*:	
Contact Details:	
E-mail*:	
Phone:	
Faculty*:	
Student ID*:	
Enrolment as a doctoral student** at He	idelberg University*: Yes
If you state "no" you are not eligible for	reimhursement

By signing this document,

- I confirm that I am enrolled as a doctoral student at Heidelberg University,
- I confirm that I have not (and will not) receive other external funding (by my department or any third party) for the German online course,
- I acknowledge that I am not eligible to receive reimbursement from HGSFP.

Place and date*:				
Signature*:				
by the Internmeeting the (2) Proof of Pay	f <u>regular</u> Attendan ational Study Cent attendance require ment – i.e. a scan	ce (" <u>regelmäßige</u> T re about one week ement of a bank receipt o	'eilnahme") – auton after the end of the	natically issued via e-mail e course to all participants our online banking / PayPal older to Heidelberg

^{*} Mandatory information.

^{**} A doctoral candidate at the University of Heidelberg is eligible for reimbursement if the individual is **enrolled** at the University by the **end** of the course when the required paperwork is submitted. If a person is in the process of enrolment at the start of the course, they will still be considered eligible for reimbursement.