

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 summer semester of 2025**. The reimbursement is expected to cover 180 €. However, this amount may be reduced if the number of doctoral students enrolled this semester significantly exceeds the expected number based on previous years.

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 attendance and (2) a proof of payment to:
doktorandenkonvent@uni-heidelberg.de

I: BANK DETAILS FOR REIMBURSEMENT

Surname(s) of bank account holder*:	<input type="text"/>
First name(s) of bank account holder*:	<input type="text"/>
Address of account holder*	
Street, Number:	<input type="text"/>
Postal Code:	<input type="text"/>
City Name:	<input type="text"/>
IBAN*:	<input type="text"/>
BIC*:	<input type="text"/>

Please note: If you have a non-SEPA / foreign account, bank transfer and/or conversion fees may automatically be deducted from your reimbursement.

II: PERSONAL DETAILS OF THE COURSE PARTICIPANT

Surname(s) of course participant*:	<input type="text"/>
First name(s) of course participant*:	<input type="text"/>
Contact Details:	
E-mail*:	<input type="text"/>
Phone:	<input type="text"/>
Faculty*:	<input type="text"/>
Student ID*:	<input type="text"/>

Enrolment as a doctoral student** at Heidelberg University*: Yes No

If you state "no", you are not eligible for reimbursement.

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*:

When submitting this form, please also attach the following documents:

- (1) **Certificate of Attendance** – automatically issued via e-mail by the International Study Centre about one week after the end of the course to all participants meeting the attendance requirement
- (2) **Proof of Payment** – i.e. a scan of a bank receipt or screenshot from your online banking / PayPal / ... indicating that the course fee was transferred from the account holder to Heidelberg University

* 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.