

## Information concerning the next re-registration for the winter semester 2019/20

The purpose of this letter is to inform you that re-registration for the winter semester 2019/20 at the HNE Eberswalde is possible in the period from 01.06.2019 to 30.06.2019. If you do not re-register, we will assume that you do not wish to continue studying at the HNE Eberswalde, and you will be de-registered ex officio on 31.08.2019. Students who will most likely have completed their study programme (including presentation of the assessments and defence respectively all examination results) by 31.08.2019 are not required to re-register. If completion of the study programme is delayed, late re-registration (+ charge for late performance) is still possible up until the end of August/beginning of September 2019. If you have transfer the fee and nevertheless you complete your study by the 31.08.2019 we cannot refund the fee for renewal of enrolment (51 Euros). Reimbursement of the other fees and contributions is made upon request.

In the case of an ongoing examination procedure (e.g. intended de-registration), a transfer has no influence on the outcome of the procedure.

### *How do you re-register?*

Automatic re-registration is carried out upon **receipt of the charges and fees by 30.06.2019** at the latest. Please take account of bank transfer times and arrange the transfer in sufficient time. The enrolment certificate will be made available in EMMA+ upon receipt by the Student Support Service Department & International Office of confirmation of posting by the "Landeshauptkasse".

Following receipt of the enrolment certificates you can validate your Greencard on the printer (City campus: Building 5 on the 1<sup>st</sup> floor or Forest campus: Foyer Building 11). Further information on the Greencard is available on our website [www.hnee.de/greencard](http://www.hnee.de/greencard).

If you have received limited-period or provisional admission (e.g. as a result of missing evidence of language proficiency or examination certificate), re-registration will not be carried out until following receipt of payment and removal of this reason.

If you have changed your postal address, please advise us of the new address immediately ([studieren@hnee.de](mailto:studieren@hnee.de)).

### *What is the semester fee for the winter semester 2019/20?*

The semester contribution for the winter semester is **287.00 Euros**. It is made up as follows:

- Administration fee (e.g. for enrolment or re-registration): 51 Euros
- Contribution for the Studentenwerk Frankfurt (Oder): 70 Euros
- Contribution for AStA (Students Association): 15 Euros
- Public transport pass: 150 Euros
- Contribution to a climate neutral public transport pass: 1 Euro

### *To which account should payment of the semester fee be made?*

Account holder: Landeshauptkasse

Bank: LB Hessen/Thüringen

IBAN: DE21 3005 0000 7110 4029 19

BIC/Swift: WELADEDXXX

Amount: **287.00 Euros**

Purpose line 1: 1006600002554-192-*student number*

Purpose line 2: *name, first name*

If it is not possible to take a hyphen, please use a blank space. Take care, that your enrolment

number is not interrupt with blank spaces and enter directly after 192-.

Please enter the purpose using precisely the same characters. Processing of incoming payments is automated, with the result that only correctly entered data will enable personal allocation and thus automatic re-registration. You will bear responsibility for incorrect data.

#### *For which fees are exemptions possible?*

In certain circumstances (e.g. release from the study programme), an application can be made to the Student Service Organisation Frankfurt (Oder) for exemption from the Student Service Organisation/ASTA fee. The necessary application form is available at: [http://www.studentenwerk-frankfurt.de/2011/lang\\_de/StandortAlle/Downloads.StandortAlle/studentenwerksbeitrag.pdf](http://www.studentenwerk-frankfurt.de/2011/lang_de/StandortAlle/Downloads.StandortAlle/studentenwerksbeitrag.pdf).

The application form for exemption from the semester ticket is available at:  
<http://www.hnee.de/K1144.htm>.

The completed form, the Eberswalder Greencard and the corresponding evidence should be handed in to the Student Support Services Department & International Office or sent to us by post at the latest 31.08.2019. In case of delay is only a request for a partial repayment possible.

#### *What happens in the event of late re-registration?*

Under the fee scale of the HNE Eberswalde, a late payment fine of 15.00 Euros is levied for charges and fees received late or incomplete, and advised by fee notice.

Eberswalde University for Sustainable Development  
Student Support Service Department & International Office

14.06.2019