



Reporting back for WS 2006/2007

ASA | Information

The **reporting back** is made by the **payment** of the semester fee **in due time**.
(Date of the credit entry on our fee account – please consider the duration of money transfer needed by the banks!)

Period: **01 June until 01 July 2006**

Bank connection:

Recipient:	Hochschule Anhalt (FH)
Account No.:	34003161
Bank code:	8005 3622
Credit institution:	Kreissparkasse Köthen

Purpose: Matrikel number_RM_20062_Name, first name
(RM = reporting back; "1" is written behind the year for the summer semester, "2" for the winter semester.)

Example: 9999999 RM 20062 Mustermann, Max

Note: In the credit transfer form, the **Matrikel number must be written flush left** without any blank spaces as the purpose of the money. This ensures the automatic assignment of your semester fee, and so your proper reporting back.

Semester fees:

Fee for 'Studentenwerk' (per semester)	€ 30.00
Fee for 'Studentenschaft' (per semester)	€ 6.00

Such **deadlines** must be **urgently** complied with!

Delayed reporting back is permitted within the grace period. In the case of delayed reporting back, a **penalty of €15.00** has to be paid.

(The **grace period** of the reporting back for the winter semester 2006/2007 ends on **17 June 2006**.)

Should you have not paid the semester fee by the lapse of the grace period, at the latest, you may be **flunked out**.

Notes:

The study certificates can be obtained at the students' secretariats one week after you have effected the payment. For students who hold a chip card already, such chip cards can be validated at the same time.

The student ID cards can be mailed to you if a stamped addressed envelope has been handed in before.

The students' secretariats have to be immediately notified in writing about any **changes of addresses and names**.

Should you change your **health insurance** company during the semester the insurance certificate of the new health insurance has to be presented together with the next reporting back, at the latest!

Exemption from the duty to pay the fee may be granted on **application** in the case of

- suspension because of rendering your obligatory army or replacing civil service
- suspension because of sickness
- suspension because of pregnancy
- a study abroad or a stay abroad useful for your study
- a special semester term spent away from your place of study, e.g. internship.

