

Complete Refund of Excursion Costs

→ Information Sheet ENGLISH

Dear Students,

Starting from October 1st, 2023, it is possible to submit a hardship application for the refund of excursion costs. This application allows students facing special financial or personal situations to receive a full refund of their excursion costs, instead of the usual 50 percent. This provision is aimed at students who otherwise would not be able to participate in Muthesius Art University excursions due to the high financial burden.

The AStA evaluates the received applications diligently and individually. Upon successful review, we confirm the hardship case to the administration of Muthesius Art University, which initiates the refund. As customary for excursion cost refunds, this occurs after the completion of the excursion and the receipt of all necessary documentation.

When can I submit a hardship application?

Special financial and personal situations may include, among others:

- (1) Financial support from government or other institutional sources such as BAföG
- (2) Financial distress due to lack of statutory maintenance payments from parents
- (3) Pregnancy or parenthood
- (4) Disability or chronic health problems
- (5) Minority
- (6) Other situations with appropriate justification

The reasons are intentionally kept open to ensure broad discretion in decision-making. If other individual reasons prevent participation in an excursion, students can always reach out to the AStA.

How do I submit a hardship application?

The following steps are required to submit a hardship application:

- (1) Complete the provided hardship application form for excursion cost refunds, available on the website <https://muthesius-kunsthochschule.de/studieren/asta/>.
- (2) Briefly explain in writing why you are applying for a hardship case.

(3) Attach proof of paid excursion costs. Please ensure to indicate any amounts already refunded.

(4) Send the fully completed application along with all documents to the AStA email at vorstand_astamu@posteo.de. Please include copies of all necessary evidence supporting your situation, such as BAföG certificates, medical certificates, or other relevant documents.

Final Decision

The final decision regarding the refund is at the discretion of Muthesius Art University, and not all applications will necessarily be approved. Unfortunately, the AStA does not have the personnel or financial capacity to advance excursion costs. Nevertheless, we encourage all students facing the mentioned situations to consider the possibility of a hardship application and submit it if necessary.

Data Privacy

(1) Within this assessment, collected data will be shared with the administration of Muthesius Art University for the purpose of transferring excursion costs.

(2) Those who have access to personal data within the AStA are obligated to maintain confidentiality.

(3) By signing the application, the applicant confirms consent to the use of data regarding application processing and assessment.

We are available as your contact point at any time. Feel free to email us at vorstand_astamu@posteo.de if you have any questions.

Warm regards,

Your AStA → Muthesius