

First / Last Name : _____

Address : _____

Webster Student ID: _____

Webster Vienna Private University
Praterstr. 23
A - 1020 Vienna

REQUEST FOR REIMBURSEMENT FOR UG / G ONLINE or STUDY ABROAD COURSE BOOK

For expenditures made for course books, I hereby request reimbursement according to following documents. Please attach **course syllabus** and **original invoices**, receipts, etc. (When price is stated in a foreign currency, please submit further documentation on how much was paid in local currency (EUR)).

Amount : EUR _____

Online-course title and section : _____

Term : _____

Course book title : _____

Date

Signature student

Date

Signature UG / G advisor

The above amount will be credited to your Webster Student account and only refunded when there is no open balance on the account. If you would like to apply the amount to future tuition charges, the bank information can remain void.

Name of Bank : _____

BIC : _____

IBAN : _____