

Open the saved file with Adobe Acrobat Reader to fill in your data and send it to the dunning department.

To:
Hochschulbibliothek der FH Aachen
- Mahnabteilung -
Eupener Str. 70
52066 Aachen

Application for the Reduction / Waiving / Deferral of Overdue Loan Fees

Last Name:

First Name:

Address:

FH Identifier:

The loan period of borrowed media expired on _____. The return or loan period renewal occurred belatedly on _____. The respective late fees charged to my library account amount to _____€.

I hereby apply for

a reduction

a waiving

an agreement to pay in monthly instalments

according to section 10 paragraph 2:

„Fees incurred may exceptionally be reduced or waived at the request of the user if charging them would cause particular hardship in the individual case...“

(Regulation of Fees and Fines of the University Library of the FH Aachen as of 3. February 2016)

Explanation: *Special hardship occurs, for example, in the case of physical or mental illness, death, natural disasters, residence in war zones. In the event of payment difficulties due to your personal financial situation, apply for payment by instalments.*

Reason / Justification:

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(Continuation, if applicable, on a new sheet or as a file attached to an e-mail in .rtf, .jpg, .png. or .pdf format.)

Attachments / Screenshots:

I enclose the following documents as an e-mail attachment (in .jpg, .png or .pdf format):

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Date Signature of Applicant