

Application for exemption to contribute to the Semester ticket and for the refund of charges for the Semester ticket.

arrival stamp of the semester ticket office

This application was developed on the basis of §2 of the semester ticket statute.

Line Hereby, according to the ordinance of Semester ticket pursuant §18a IV BerlHG, I apply for exemption from obligation to contribute to the Semester ticket and for the payback of charged for the Semester ticket.

1 Semester of application: * Winter term 20 Enrolment number.
 Summer term 20 Studierendenwerk

Persönliche Daten

Mandatory fields are marked with *.

2	Last name*	<input type="text"/>	First name*	<input type="text"/>
3	c/o	<input type="text"/>	Street, house number*	<input type="text"/>
4	Post code, city*	<input type="text"/>	Country*	<input type="text"/>
5	Telephone*	<input type="text"/>	E-Mail*	<input type="text"/>
6	Date of birth*	<input type="text"/>	Course of studies*	<input type="text"/>

Reason of application pursuant §2 No.2 and 3 of semester ticket ordinance.

Information about documents needed in addition on page 2

7	<input type="checkbox"/>	I can't use public transport because I am disabled or chronically ill.
8	<input type="checkbox"/>	In the semester of application, I will be taking a leave of absence.
9	<input type="checkbox"/>	In the semester of application, I will be outside the Semester ticket validity area for at least three months to continue my studies. The reason is the following: <input type="text"/>
10	<input type="checkbox"/>	I am enrolled in a supplementary or additional Masterprogram at the FU.
11	<input type="checkbox"/>	I am enrolled for part-time or doctorate studies (PHD).
12	<input type="checkbox"/>	I am enrolled at another university within the area of validity of the semester ticket and use the ticket of the other university (multiple enrollment).
13	<input type="checkbox"/>	Late enrolment: I have been enrolled more than one month after the semester started. Date of enrolment: <input type="text"/>
14	<input type="checkbox"/>	Other <input type="text"/>

I know that if my ticket gets devaluated I will not have permission to use public transport due to the VBB – Semester ticket contract.

Note: We can only arrange a refund if we devaluated the ticket on the CampusCard. For that we need the original CampusCard in our office! The amount for past and partially past months cannot be paid back. In this case the sum will be paid back partially.

I assure that I have filled in this document and added the additional documents truthfully.

15 Date* Signature*

Note: We cannot process your application without date and signature.

The provided information will be automatically processed by the Semester ticket office as well as electronically saved. The Semester ticket office can provide you with more detailed information regarding the saved data.

To be filled in by the semester ticket office only:	CampusCard was available since <input type="text"/>	Abbreviation Employees
	CampusCard in DB invalidated on <input type="text"/>	Abbreviation Employees

Additionally needed documents for the individual reasons

Health reasons (I.7)	<ul style="list-style-type: none"> - Original CampusCard OR student union number, if Campuscard is not validated - Doctor's note or copy of disabled ID card incl. valid token.
Leave of absence (I.8)	<ul style="list-style-type: none"> - Original CampusCard OR student union number, if Campuscard is not validated - FU Berlin certificate of study with the note "beurlaubt/leave of absence" <p>!NOTE: If you are taking a leave of absence, you can ask for the reduction of the fee <u>before</u> re-registration.</p> <p>!NOTE: You need to hand in an application for leave of absence at the administration office beforehand.</p>
Studies outside of validity area of ticket (I.9)	<ul style="list-style-type: none"> - Original CampusCard OR student union number, if Campuscard is not validated - FU Berlin certificate of study - Proof of studies outside the validity area with starting and ending date, e.g. document from university or ERASMUS-office, copy of contract for internship etc.
Supplementary, supplementary, postgraduate course (I.10)	<ul style="list-style-type: none"> - Original CampusCard OR student union number, if Campuscard is not validated - FU Berlin certificate of study
Part-time or doctorate studies (I.11)	<ul style="list-style-type: none"> - Original CampusCard OR student union number, if Campuscard is not validated - FU Berlin certificate of study with the note „Promotion“ or “Teilzeit/part-time” <p>!NOTE: If you are enrolled in part-time or doctorate studies, you can ask for the reduction of the fee <u>before</u> re-registration.</p>
Enrolment at another university within ticket validity area (I.12)	<ul style="list-style-type: none"> - Original CampusCard OR student union number, if Campuscard is not validated - FU Berlin certificate of study - Copy of the ticket of the other university in the VBB area, or for the TU Berlin: Proof of payment of the semester ticket fee at the TU Berlin
Late enrolment (I.13)	<ul style="list-style-type: none"> - FU Berlin certificate of study with date of enrolment
Other (I.14)	<ul style="list-style-type: none"> - Original CampusCard OR student union number, if Campuscard is not validated - E.g. copy of company ticket <p>!NOTE: Because the ticket is based on a solidarity model, it only works if everyone pays for the ticket. There are few exemptions – the ones listed above. Preferring to use other means of transportation do not qualify as valid reasons defined by our contract with the VBB.</p>

Banc Account

Bank account within the EU

If your bank account is located at a bank outside the EU, please fill in the lower part of the table.

IBAN*		BIC*	
Account holder (if varying from I.2. Last name, first name)			

Bank account outside the EU

Account holder*		IBAN*	
Name of bank*		BIC / SWIFT-Code*	
Address of bank (Street, zip code, state, country)*			

You can send us your application by mail or e-mail (PDF!), bring it personally or drop it in the mailbox. The original CampusCard must be submitted to us when the semester ticket is validated. If the CampusCard is not validated, the student union number is sufficient.

Address: Semesterticketbüro AstA FU Berlin Thielallee 36 14195 Berlin	Tel.: 030 - 83 90 91- 40 (only during office hours; Current office hours under: https://www.astafu.de/semstixbuero)	E-Mail: semstixbuero@astafu.de (We only open PDF attachments!)
--	--	---

To get a reimbursement of the full amount, the CampusCard must be handed in the latest on the last day before the application semester starts (Summer term: March 31st; Winter term: September 30th).