

# Application for exemption from obligation to contribute for the Semester ticket

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

1	Semester application: <input type="checkbox"/> WinterSem <input type="checkbox"/> SummerSem	20____/____	Enrollment nr: <input style="width: 100%;" type="text"/>	Studentenwer-Nr. <input style="width: 100%;" type="text"/>
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2 I have already made an application  Yes  No

### Personal details *Please complete in BLOCK LETTERS*

3	Last name	First name	
4	c/o	Street and house number	Post code and city
5	Telephone number	E-Mail-adress ( <i>must be supplied</i> )	
6	Date of birth	Course of studies	

### Bank details

7	IBAN	BIC or Swift Code
8	Name of Bank / <i>in case of non-EU account, bank address to be supplied</i>	
9	Name of account holder (First name, last name, if different from line 3)	

#### Reason of application pursuant §2 Nr.2 und 3 of Semesterticket ordinance:

#### Needed certificates or documents of confirmation:

10	<input type="checkbox"/> I can't use public transport because I am disabled or chronic diseased.	➔	Medical certificate (must be valid) and original semester ticket.
11	<input type="checkbox"/> Next Semester I will take a semester off.	➔	The semester ticket with notation „beurlaubt“, which must have been previously applied for at the student records and administration office.
12	<input type="checkbox"/> Next semester I will be outside the Semesterticket validity area for at least four months. This is because of the following reason, due to my subject: <input style="width: 100%;" type="text"/>	➔	Certificate of your residence outside the Semesterticket validity area, e. g. university certificate, contract of employment or internship (copy) and original semester ticket.
13	<input type="checkbox"/> At the FU I am enrolled for post graduate studies, study for a doctorate or study part time.	➔	Certificate of matriculation with notation "Teilzeit" or "Promotion" and original semester ticket.
14	<input type="checkbox"/> Belated enrollment: I've been enrolled more than one month after the semester started. Date of enrollment: <input style="width: 100%;" type="text"/>	➔	A copy of your „Studienbuchseite“ (the biggest certificate of matriculation) as soon as you got it.
15	<input type="checkbox"/> Other (e. g. leaving university): <input style="width: 100%;" type="text"/>	➔	Attached certificates (e. g. certificate of your removal from the register of students) and original semester ticket.

**I know, that if my ticket gets devaluated I will not have permission to use public transport due to the VBB – Semesterticket contract. Note: We can only arrange the payback, if we devaluated your ticket on your student ID. The amount for past and partially past month cannot be paid back. In this case the sum will be paid back proportionally (in SoSe from 01.04. / in WiSe from 01.10.).**

16 Date \_\_\_\_\_ Signature \_\_\_\_\_

*Please note: Without date and signature the application cannot be processed.*

The information provided will be automatically processed by the Semesterticket office and electronically captured and saved. The Semesterticket office can grant more detailed advice and information regarding the saved data.

## Explanation notes for your application

line 1	The Studentenwer-Nr. Appears on the back of the CampusCard. By providing the number the Semesterticket office is allowed to access Semester ticket related data in the Zedat Portal.
line 2	If an application has previously been submitted, the requirement to bring certificates (e.g. contract of employment, medical report etc) may be waived.
line 3-5	Please give us your current place of residence to which official notification will be sent. Providing an e-mail address and phone number simplifies matters for the Semesterticket office to make enquiries regarding unclarity or if incomplete information has been submitted.
line 7-9	<b>The costs of the Semesterticket and Sozialfond must first be paid, and will be refunded in the event of an exemption (in some cases only partially).</b> The refund will be transferred to in the event of an approved application. Transfers to non-EU bank accounts will only be made in exceptional circumstances. If you want us to, please get in touch with the Semesterticket office. Transfers cannot be processed if information relating to non-EU bank accounts is incomplete. Accounting errors fees owing to your fault will be deducted from the exemption amount. If you are not the account holder, this must be noted. Only individuals will be accepted as receivers (no organisations or institutions etc.).
line 10-14	At least one ground for your application must be stated and substantiated.
line 10	If this ground is stated, a medical certificate must be provided which confirms that you are not able to use public transport for at least four monts during the semester. The Semesterticket office reserves the right to verify its veracity.
line 11	On the grounds of a leave of absence for a semester, an application for an exemption of payment may be made up to six weeks after lectures started. If your leave of absence was taken more than six weeks after lectures started, the deadline for your application will be four weeks after the date of the commencement of the leave of absence. The semester ticket (original) with notation "BEURLAUBT" (which must have been previously applied for at the student records and administration office) is required.
line 12	An application for exemption from the payment obligation, on the grounds of an absence required by the course of studies, must be made BEFORE the beginning of the semester, i.e. until 30.09. (WiSe) or 31.03. (SoSe). If confirmation of the grounds for absence arrives after the beginning of the semester, the application deadline will be four weeks after the arrival of the grounds for absence. Enrollment certificates from another university, or work or intership contracts may serve as evidence. From the certificate the location and time period of residency must be visible. N.B. The <b>absence must be a requirement of your course of studies</b> , and must have an <b>uninterrupted duration of at least four months</b> . Relevant examples may be: an intership necessary for your studies, research work or a semester spent abroad.
line 13	An application for an exemption from payment obligation, on the grounds of conferral of a doctorate or part time study at FU, can be made at any time. A certificate of enrolment with the notation "Promotion" or alternatively "Teilzeit" is required as evidence. Those who are being conferred with a doctorate may reach an agreement with the Student administration BEFORE reenrolment, not to purchase the ticket.
line 14	Students that have been enrolled more than one month after the beginning of the semester may receive a refund fort he months before their enrollment. Applications must be made not more than four weeks after enrolment.
line 15	E.g. Removal from the register of students is a possible reason, (in this case a certificate of your removal is required, in addition to proof that you no longer possess a Semesterticket). Reasons such as owning a car, generally not using public transport or living close to university are not admissible for an application.
line 16	Do not forget to sign your application! Applications without date and signature cannot be processed.

### Send the application to:

Semesterticketbüro des AStA FU Berlin  
Thielallee 36  
14195 Berlin

If you want a complete refund we must receive your application and your ORIGINAL Semester ticket (either by post fax or delivered personally **before September 30<sup>th</sup> (winter semester) or alternatively March 31<sup>st</sup> (summer semester)**). If the reason for your application occurs during the current semester the deadline for your application is four weeks after the reason has occurred. Applications that arrive later will not be processed. The fees for re- enrollment must be completely paid before the deadline set by the student administration (including the charge for the Semester ticket). A refund of the Semester ticket costs will follow afterwards. Only doctorate students may chose before re- enrollment, in consultation with the student administration, if they wish to have the semester ticket.

For further information please contact the semesterticket office, by phone: 030/ 839091-40, by e-mail: [semixbuero@astafu.de](mailto:semixbuero@astafu.de) or personally. Current opening hours may be found on our homepage: <http://www.astafu.de/semixbuero>