

Application for Reimbursement of Semesterticket Fee

for the SuSe WiSe 20

When possible, please fill out on PC. Thank you!



To the
Semesterticketbüro
of the General Student Committee (ASTA)
for the Jade Hochschule
Ofener Straße 16/19
26121 Oldenburg

To be completed by the enrollment office in case of a leave of absence or exmatriculation	
Datum der Exmatrikulation:	CampusCard einbehalten am:
Unterschrift/Stempel:	

Applicant:

Mr. Mrs.

Last Name, First Name

Address + House number

Zip + Residence City

Email

Account Holder (if different from Applicant)

IBAN

Telephone

Matriculation Number

Degree Program

Study Location

BIC (not applicable if IBAN starts with DE)

Please tick the reason for application on page 2 and submit with the relevant documents and evidence on pages 3 & 4!

With my signature I assure the completeness and correctness of the submitted documents.

City, Date

Signature of the applicant

Reason for reimbursement (the following documentation is to be submitted – see page 3):

- Semester Abroad (for more than three month during the semester)
- Study-related local Absence (for more than 3 months during the semester for study reasons outside of Germany)
- Dual Enrollment

Application Deadline: **30.04.** for summer semester and **31.10.** for winter semester

Severe Disability

Application Deadline: upon the final legal effect of the decision establishing or confirming the severe disability

International Student

Application Deadline: Until two months after the end of semester

De-registration

Application Deadline: Until the end of the semester 31.08. for summer- and 29.02. for winter term

Death

Application Deadline: Until the end of the semester 31.08. for summer- and 29.02. for winter term

PhD

Application Deadline: Until two months after receiving the semester ticket for the ongoing semester

cases of hardship

Application Deadline: Until the end of the semester 31.08. for summer- and 29.02. for winter term

With my signature I assure the completeness and correctness of the submitted documents.

City, Date

Signature of the applicant

To be filled out by Administration!					
Vollständig	Genehmigt/Abgelehnt	Betrag (in Euro)	Bearbeitet durch	Sachlich richtig	Rechnerisch richtig
Belegnummer:		Überweisung: (eingegeben)	Finanzrefert*in oder Vorstand:		

**For the processing or approval of applications, in accordance with the
Regulations for the Reimbursement of the Semester Ticket Fee,
the following documentation is to be submitted:**

1. Semester Abroad

- Application form
- Certificate of Enrollment
- Certificate of participation in the semester abroad for three months or longer during the semester (form sheet 02)

2. Studyrelated local absence

- Application form
- Certificate of Enrollment
- Evidence that the student will be staying outside the geographical area covered by the semester ticket for more than 90 consecutive calendar days during the semester in which the application is submitted. (e.g. Contract for the writing of a bachelor's/master's thesis, contract for a voluntary internship/work placement, or similar)

3. Dual Enrollment

- Application form
- Certificate of Enrollment
- Evidence that the student has paid a semester ticket fee at the home university in Lower Saxony or Bremen. (The home university is the university at which the student first enrolled. Evidence of the assignment as home university must also be provided (usually the certificate of enrollment of the other university))

4. De-registration

- Application form
- Exmatriculation certificate

5. Death

- Application form
- Certificate of Enrollment
- Death Certificate

6. Severe Disability

- Application form
- Certificate of Enrollment
- Copy of the official card for severely disabled people
- Copy of valid ticket

7. PhD

- Application form
- Certificate of Enrollment
- Proof explaining why enrollment did not take place until after the start of the semester (retroactively) for reasons for which the doctoral candidate is not responsible
- Proof that the period remaining between enrollment and the end of the respective semester is less than three months

8. International Students

Application form

Certificate of Enrollment

Proof explaining why international students have stayed outside the geographical area of validity after the start of the semester due to delays in their visa procedures for which the students are not responsible

9. Hardship

Note: The semester ticket remains valid even if the application is approved and can still be used!

Application form

Certificate of Enrollment

Evidence of a hardship

A case for hardship exists

- if state social benefits are paid for the parents who own children who are cared for in their own household (e.g. housing benefit, benefits to secure subsistence; these do not include: child benefit, advance maintenance payment).
- in the case of parents who do not receive support under the Federal Training Assistance Act (BAföG) and who care for their children in their own household.
- for the care of severely disabled children in their own household.
- in the case of care for dependents in need of special assistance in the joint household for at least three months.
- in the case of maternity protection for female students who do not or cannot use the semester ticket during the semester in which the calculated date of childbirth falls.
- illness or rehabilitation measures that last longer than three months and do not allow the use of the semester ticket for the period.

Appropriate evidence such as BAföG notification, registration certificate, housing allowance notification, meaningful medical certificate and similar must be submitted with the application.

Proof of performance certificate that at least one examination (successful or unsuccessful is not decisive here) was taken in the previous semester!

Form sheet 2: Certificate of participation in a mandatory semester abroad for three months or longer during the semester

for the application for refund of the semester ticket fee

It is hereby confirmed that

Ms./Mr.

Enrollment number _____

in semester Summer term ____ or Winter term ____

for the period from _____ until _____

for the course of Study _____

completes a semester abroad.

City, Date

Stamp and Signature

International Office for the Jade Hochschule or
the departments representative for studies abroad