

Leaflet – Request to Waive the Fee of the Deutschlandsemesterticket

- All claims and rights expire after the deadlines specified here -

Please Note

Application deadline:	Re-registration deadline (15 January SuSe/ 15 June WiSe) Extension of deadline in exceptional cases
Semester fees:	You are required to pay the semester fee specified in your <u>HIS studentportal</u> account within the re-registration deadline.
How do I receive a refund?	A refund of the overpaid Deutschlandsemesterticket fee can only be made if the application is submitted within the given deadline in due form.
Deutschlandsemesterticket:	Please select in the application form, whether the refund of the Deutschlandsemesterticket fee should be retransferred to the deposit account or whether you would like it transferred to another account.
Where to send my Request?	To Student Services By email: stu@hsrw.eu By post: Hochschule Rhein-Waal, Marie-Curie-Straße 1, 47533 Kleve

Further notes.

- According to Section 5 of the Contribution Regulations of the Student Body (Beitragsordnung der Studierendenschaft) waiving the Deutschlandsemesterticket fee because of a colloquium taking place in the upcoming semester is not covered by the Beitragsordnung der Studierendenschaft and thus not possible.
- Subsequent payment and issuance of the Deutschlandsemesterticket during the semester is only possible in justified exceptional cases.
- In case of an extension of the deadline, the fee paid for the Deutschlandsemesterticket will be refunded proportionally for each full month that has not yet begun.

The following reasons qualify for exemption from the Semester ticket fees¹:

a) Disability / entitlement to free use of public transportation	
You are entitled to free public transportation based on the German Disabilities Act or due to a disability you are incapable of using public transportation	
Required proof:	<ul style="list-style-type: none"> - Copy of your disability ID (front and back) along with the token for free use of public transportation or - Proof that due to a disability public transportation cannot be used or - A copy of your entitlement to free public transportation within the validity range of the Deutschlandsemesterticket
b) Study-related stay abroad of at least 3 months	
You are planning to complete an internship abroad or a semester abroad in accordance with the curriculum or a voluntary study-related stay abroad not directly related to the curriculum.	
Required proof:	<ul style="list-style-type: none"> - Internship or semester abroad in accordance with the curriculum: Copy of the approved SharePoint application for your internship/study abroad semester - Voluntary study-related stay abroad: Copy of the admission letter of foreign university or Copy of the work contract at foreign company
Exception to the filing deadline:	If the reason for exemption only becomes known after the re-registration deadline, the application must be submitted no later than 4 weeks after the start of the respective official lecture period (set by the MKW NRW).

¹ acc. to Section 5 of the Contribution Regulations of the Student Body (Beitragsordnung der Studierendenschaft)

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c) Thesis abroad	
You are abroad for at least three months writing your bachelor's/master's thesis.	
Required proof:	<ul style="list-style-type: none"> - Copy of the approved SharePoint application for submission of a bachelor's / master's thesis as well as - Proof that your thesis is the reason for your stay abroad (e.g. confirmation of company/institution you are writing your thesis at and lease contract or certificate of registration)
Exception to the filing deadline:	If the reason for exemption only becomes known after the re-registration deadline, the application must be submitted no later than 4 weeks after the start of the respective official lecture period (set by the MKW NRW).
d) Students who are enrolled at two universities with a Deutschlandsemesterticket	
You are also enrolled at a second university with a Deutschlandsemesterticket	
Required proof:	<ul style="list-style-type: none"> - Proof of enrolment from the second university and - Proof that the fee for the Deutschlandsemesterticket at the second university will not be refunded
Exception to the filing deadline:	If the reason for exemption only becomes known after the re-registration deadline, the application must be submitted no later than 4 weeks after the start of the respective official lecture period (set by the MKW NRW).
e) Inability to travel	
You can provide a medical certificate to prove that you are/were unable to use public transport for at least three months of the semester	
Required proof:	- Medical certificate of inability to travel for at least three months
Exception to the filing deadline:	An application for exemption due to an inability to travel can be submitted at any time for the current semester up to four weeks after the end of the semester at the latest.

Request to Waive the Fee for the Deutschlandsemesterticket

according to Section 5 of the Contribution Regulations of the Student Body

Der Kanzler

Dezernat Studienangelegenheiten
– Studierendenservice –

→ Before completing this application: Please read the relevant leaflet carefully.

E-Mail: stu@hsrw.eu

<input type="checkbox"/> Summer semester <input type="checkbox"/> Winter Semester		Matriculation number
Last name, first name		Degree programme
Current address		Email
Place, date		Signature
I request exemption from the Deutschlandsemesterticket Fees for the following reason:		
Please tick as appropriate	Please include the following documents	Deadline
Disability / entitlement to free use of public transportation <input type="checkbox"/>	Copy of disability ID (front and back) along with token for free use of public transport, <u>or</u> proof that due to the disability public transport cannot be used, <u>or</u> a copy of your entitlement to free public transportation within the validity range of the Deutschlandsemesterticket	Re-registration deadline (15 January SuSe/ 15 June WiSe)*
Study-related stay abroad of at least 3 months <input type="checkbox"/>	- Internship or semester abroad in accordance with the curriculum: Copy of the approved SharePoint application for your internship/study abroad semester - Voluntary study-related stay abroad: Copy of the admission letter of foreign university or Copy of the work contract at foreign company	
Thesis abroad <input type="checkbox"/>	Copy of the approved SharePoint application for submission of a bachelor's / master's thesis <u>and</u> proof that thesis is the reason for stay abroad (e.g. confirmation of company/institution you are writing your thesis at and lease contract)	
Students who are enrolled at two universities with a Deutschlandsemesterticket <input type="checkbox"/>	Proof of enrolment from the second university and Proof that the fee for the Deutschlandsemesterticket at the second university will not be refunded	
Inability to travel <input type="checkbox"/>	Medical certificate of inability to travel for at least three months	
*Application deadline is the University's re-registration deadline. Exceptions to the filing deadline can be found in the information sheet. All claims and rights expire after the deadlines specified here. In case of an extension of the deadline, the fee paid for the Deutschlandsemesterticket will be refunded proportionally for each full month that has not yet begun.		

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according to Section 5 of the Contribution Regulations of the Student Body

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E-Mail: stu@hsrw.eu

Please select the bank account to which the refund of the Deutschlandsemesterticket fee should be made:	
<input type="checkbox"/> I ask for a refund back to the bank account of which the contribution was transferred	<input type="checkbox"/> I request a refund to the following Bank account:
Please Note: Possible bank charges for foreign transactions are to be borne by the recipient	
Name of account holder:	
IBAN (account no., if IBAN unknown):	SWIFT-BIC:
Name of the Bank:	
Date	Signature

Interner Bearbeitungsvermerk (bitte frei lassen) (for internal use / please leave blank)	
Eingangsdatum des Antrags	Datum & Kürzel:
Antrag beschieden + in STU eingetragen	Datum & Kürzel:
Bei Rückerstattung	
In STU bearbeitet und Worklow in E-Akte gestartet	Datum & Kürzel:
Gegenzeichnung in E-Akte	Datum & Kürzel:
Schlusszeichnung in E-Akte und ab an Dez. I	Datum & Kürzel: