

Waiving the SemesterTicket fee

For mandatory internships/exchange semesters

If you're planning a mandatory internship or exchange outside of North Rhine-Westphalia (NRW) as part of your degree and thus won't need your SemesterTicket, you're eligible to apply for a temporary exemption. This application for an exemption requires an approved internship/exchange semester application. [Find out more about the internship/exchange semester, the requirements and how to apply here.](#)

As soon as your application for admission to the internship/exchange semester has been approved, you may file [a Request to Waive the Fee of the Regional and NRW Ticket \(SemesterTicket\)](#). Please fill in the relevant parts of the request form and submit it to the Student Advisory Service [in building 20 in Kleve and building 4 in Kamp-Lintfort].

Please note that the completed request form must be submitted to the Student Advisory Service [before the semester re-registration deadline](#), pursuant to Section 5 (2) of the *Beitragsordnung der Studierendenschaft* (Semester Fee Regulations of the Student Body). For questions, please contact the Student Advisory Service directly: studienberatung@hochschule-rhein-waal.de

For a thesis, voluntary study-related stay abroad and cases of severe disability

If you are planning to write your thesis, or to go on a voluntary, study-related stay abroad (i.e. not required by your degree), or if you are entitled to free travel on public transport due to a severe disability, then you can also file a request to waive the SemesterTicket fee. Applications must be submitted within the semester re-registration deadline. [You can download the application form here.](#)

- **Thesis**

When applying for a waiver for the SemesterTicket fee, please attach a **copy of your approved application for admission to the bachelor's or master's thesis as well as additional proof that you will not be living in NRW while writing your thesis**, e.g. registration confirmation of a new address [Meldebescheinigung], a rental contract or a letter of confirmation from the company where you will be writing your thesis.

If you didn't apply for admission to the bachelor's or master's thesis before the semester's re-registration deadline, then you can still submit this additional required proof until 22 September 2019 (i.e. day before official begin of the lecture period according to the NRW Ministry for Culture and Science) according to Section 5 (2) of the *Beitragsordnung der Studierendenschaft*. Please note that your waiver request cannot be approved until you submit this additional proof.

In the event that you don't submit your application for admission to the thesis before the re-registration deadline, please transfer the full semester fee first, and then apply for a refund of the SemesterTicket fee at a later time. In this case the refund will amount to €203.88. [You can download the application form for a refund here.](#) Please submit this form before the re-registration deadline (but no later than 22 September 2019) together with the

Request to Waive the Fee of the Regional and NRW ticket. If you have already received a SemesterTicket for the upcoming semester, make sure you return the ticket as soon as possible, but no later than 22 September 2019. The fee cannot be refunded unless your ticket has been returned by this date.

Waiving the ticket fee because of a colloquium taking place in the upcoming semester is not covered by the *Beitragsordnung der Studierendenschaft* and therefore not possible.

- **Voluntary study-related stay abroad (not the mandatory internship/exchange semester)**

Please submit a copy of the admission letter issued by the foreign university or the internship confirmation issued by the company abroad together with your waiver request form.

- **Students with a disability/entitlement to free public transport**

Please attach a copy of your disability ID card (front and back) and the certificate confirming that you can't use public transport due to a disability to your waiver request form. If you are entitled to free travel on public transportation, please attach a copy of your entitlement to free public transport.