

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

Please Note

Application deadline:	Re-registration deadline (15 January SuSe/ 15 June WiSe)
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?	Paid SemesterTicket fees are not refunded automatically. For a refund of the SemesterTicket fees you have to submit a separate <u>refund request</u> . Application deadline: <u>start of the official lecture period</u> (set by the Ministry of Culture and Science (MKW) NRW)
Where to send my Request?	To Student Services By email: stu@hsrw.eu By post: Hochschule Rhein Waal, Marie-Curie-Straße 1, 47533 Kleve
The SemesterTicket cannot be paid for and issued at a later point during the semester after approval.	

The following reasons qualify for exemption from the SemesterTicket fees¹:

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, or you are entitled to free transportation within the validity range of the SemesterTicket.	
Required proof:	- 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 SemesterTicket
Application deadline:	Completed request form by the semester re-registration deadline

Mandatory internship / study abroad semester	
You are planning a mandatory internship or semester abroad as part of your degree programme which will be taking place outside of the validity range of the SemesterTicket.	
Required proof:	Copy of the approved SharePoint application for your <u>internship/study abroad semester</u>
Application deadline:	Completed request form by the semester re-registration deadline
Exception to the filing deadline:	If the reason for exemption becomes known after the re-registration deadline, the application deadline extends to the start of the respective <u>official lecture period</u> (set by the MKW NRW).

¹ acc. to Section 5 (2) of the Contribution Regulations of the Student Body (Beitragsordnung der Studierendenschaft)
Waiving the SemesterTicket fee because of a colloquium taking place in the upcoming semester is not covered by the Beitragsordnung der Studierendenschaft and thus not possible.

Leaflet – Request to Waive the Fee of the Regional and NRW Ticket

Thesis outside of the validity range of the SemesterTicket	
Writing your bachelor's/master's thesis is the reason for your extended stay outside the validity range of the SemesterTicket.	
Required proof:	- 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 outside the validity range of the SemesterTicket (e.g. confirmation of company/institution you are writing your thesis at and lease contract or certificate of registration)
Application deadline:	Completed request form by the semester re-registration deadline
Exception to the filing deadline:	If the reason for exemption becomes known after the re-registration deadline, the application deadline extends to the start of the respective <u>official lecture period</u> (set by the MKW NRW).

Voluntary study-related stay abroad	
You are planning a voluntary study-related stay abroad (not the mandatory internship/study abroad semester).	
Required proof:	- Copy of the admission letter of foreign university or - Copy of the work contract at foreign company
Application deadline:	Completed request form by the semester re-registration deadline
Exception to the filing deadline:	If the reason for exemption becomes known after the re-registration deadline, the application deadline extends to the start of the respective <u>official lecture period</u> (set by the MKW NRW).

Academic Leave of Absence - Semester	
Your academic leave of absence request has been approved and you don't want to keep your SemesterTicket.	
Required proof:	Copy of the approved application for academic leave of absence
Application deadline:	Completed request form by the semester re-registration deadline
Exception to the filing deadline:	If the reason for exemption becomes known after the re-registration deadline, the application deadline extends to the start of the respective <u>official lecture period</u> (set by the MKW NRW).

Request to Waive the Fee for the Regional and NRW Ticket

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 SemesterTicket Fees for the following reason:			
Please tick as appropriate		Please include the following documents	Deadline
Entitlement to free use of public transportation based on the German Disabilities Act, or due to disability public transportation cannot be used, or you are entitled to free transportation within the valid range of the SemesterTicket		Copy of disability ID (front and back) along with token for free use of public transport, or proof that due to the disability public transport cannot be used, or a copy of your entitlement to free public transportation within the validity range of the SemesterTicket	Re-registration deadline (15 January SuSe/ 15 June WiSe)*
Internship / Study Abroad Semester in accordance with the curriculum and outside of the valid range of the SemesterTicket		Copy of the approved SharePoint application for your internship / study abroad semester	
Writing of thesis is the reason for an extended stay outside of the validity range of the SemesterTicket		Copy of the approved SharePoint application for submission of a bachelor's / master's thesis plus proof that thesis is the reason for stay away (e.g. confirmation of company/institution you are writing your thesis at plus lease contract)	
Voluntary study-related stay abroad (not the mandatory curricular internship or study abroad semester)		Copy of the admission letter of foreign university or copy of the work contract at foreign company	
Academic Leave of Absence - Semester		Copy of the approved application for academic leave of absence	
*Application deadline is the University's re-registration deadline. If the reason for exemption (with the exception of "disability / free use of public transport entitlement") becomes known after the re-registration deadline, the application deadline is extended to the start of the respective official lecture period (set by the Ministry of Culture and Science NRW).			
How do I receive a refund? Paid SemesterTicket fees are not refunded automatically. For a refund of the SemesterTicket fees you have to submit a separate <u>refund request</u> . Application deadline: Start of the official lecture period (set by the Ministry of Culture and Science (MKW) NRW)			

Bearbeitungsvermerk für den Studierendenservice - bitte frei lassen (for internal use / please leave blank)	
Eingangsdatum des Antrag (Datum & Kürzel) :	
Antrag bewilligt	Ja <input type="checkbox"/> nein <input type="checkbox"/>
Mobilitätsbefreiung in STU eingetragen (Datum & Kürzel)	
Bescheid versendet am (Datum & Kürzel) :	