

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

- 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 see b), c) and d)
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 semester ticket fee can only be made if the application is submitted within the given deadline in due form.
Semesterticket:	Approval of the application involves a waiver of the semester ticket fee. A refund of the overpaid semester ticket fee can only be made if the application is submitted within the given deadline in due form. Please select in the application form, whether the refund of the semester ticket fee should be retransferred to the deposit account or whether you would like it transferred to another account. ATTENTION: With the approved application for the waiver of the Fee of the Regional and the NRW ticket, the entitlement to the semester ticket expires. Misuse of the semester ticket, in particular the passing on of the semester ticket, can be prosecuted. Therefore, the semester ticket for the semester for which the waiver is requested must be submitted at the time of application, but no later than the deadline communicated by the university. The request to waive the fee can only be approved after the semester ticket has been submitted.
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.	

Further notes:

- According 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.
- Subsequent payment and issuance of the semester ticket during the semester is only possible in justified exceptional cases.

¹ acc. to Section 5 (2) of the Contribution Regulations of the Student Body (Beitragsordnung der Studierendenschaft)

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, or you are entitled to free transportation within the validity range of the semester ticket.	
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 semester ticket
Application deadline:	Completed request form by the semester re-registration deadline
b) Mandatory internship / study abroad semester according to the curriculum	
You are planning a mandatory internship or semester abroad as part of your degree programme and according to the curriculum which will be taking place outside of the validity range of the semester ticket.	
Required proof:	Copy of the approved SharePoint application for your <u>internship/study abroad semester</u>
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).
c) Thesis outside of the validity range of the semester ticket	
Writing your bachelor's/master's thesis is the reason for your extended stay outside the validity range of the semester ticket.	
Required proof:	<ul style="list-style-type: none"> - Copy of the approved SharePoint application for submission of a bachelor's / master's <u>thesis</u> as well as - Proof that your thesis is the reason for your stay outside the validity range of the Semester ticket (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 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).
d) Voluntary study-related stay abroad	
You are planning a voluntary study-related stay abroad (not the mandatory internship/study abroad semester).	
Required proof:	<ul style="list-style-type: none"> - 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 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)

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 semester ticket 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 <input type="checkbox"/>		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 <input type="checkbox"/>		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 <input type="checkbox"/>		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) <input type="checkbox"/>		Copy of the admission letter of foreign university or copy of the work contract at foreign company		
Semester ticket: Please note that the application can only be approved if you submit the semester ticket to the university by the application deadline. <input type="checkbox"/>				
*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).				

Request to Waive the Fee for the Regional and NRW Ticket

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

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

E-Mail: stu@hsrw.eu

If your application for waiver of the fees for the Regional and NRW Ticket has been received on time (see Leaflet), please select the bank account to which the refund of the semester ticket fee should take place :	
<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

Bearbeitungsvermerk für den Studierendenservice - bitte frei lassen (for internal use / please leave blank)	
Eingangsdatum des Antrags	Datum & Kürzel:
Studierendenausweis inkl. Semesterticket eingereicht	Datum & Kürzel:
In STU bearbeitet und Workflow E-Akte gestartet	Datum & Kürzel:
Gegenzeichnung E-Akte	Datum & Kürzel:
Schlusszeichnung E-Akte und ab an Dez. 1	Datum & Kürzel: