

not fill

Please do

Consecutive no.	Received	Requested	Documents complete	Accepted	Sent notice

Request for refund of the semester ticket fee for the

winter semester _____

summer semester _____

Name: _____

First name: _____

Street, house no., postal code, city: _____

Stu-Number stu: _____

IBAN: _____

I request a refund on the basis of

- a) Exmatriculation/termination of matriculation according to §7 para. 1 no. 1 DUR.
- b) Leave of absence according to §7 para. 1 No.2 DUR.
- c) free transport due to obstruction according to §8 para. 1 No.1 DUR.
- d) Non-use of public transport due to obstruction according to §8 para. 1 no. 2 DUR.
- e) Reasons for studying outside the area of validity of the semester ticket of more than 15 weeks within the applied semester according to §8 para. 1 no. 3 DUR.
- f) Double degree studies at two universities in Schleswig-Holstein according to §8 para. 1 no. 4 DUR.
- g) Double bank transfer (please provide both payment receipts).
 - I attach to the request a corresponding certificate for the above mentioned reason (copy).
 - I attach my certificate of study for the semester applied for to the request according to b) to g).
 - I attach a paper semester ticket for the whole country (if available) as proof.

§ 05 Data protection

(1) Data collected within the scope of these statutes will not be passed on to third parties.

(2) Anyone who gains access to personal data within the scope of these statutes shall be instructed in advance by the data protection officer of the General Students' Committee and shall be obliged to maintain secrecy.

3. By signing the application, the applicant shall confirm his or her consent to the use of the data for the purposes of the processing and examination of the application.

Place, Date

Signature

Instructions for filling out the request for reimbursement of the semester ticket fee

In the first grey field, please enter the semester for which the paid contribution should be refunded. The postal address should be the one where we can currently reach you. The IBAN field is only complete if all fields have been filled in (for German accounts). A number was forgotten when the field was empty.

National semester ticket:

If you have decided to use a paper ticket instead of an online ticket, we need this as proof that your request has been processed.

Reasons for refund:

- When stating „Exmatriculation/termination of enrolment“, please enclose a copy of the relevant certificate and the transfer voucher for the semester applied for for refund.
- When stating „Leave of absence“, please enclose a copy of the certificate of study with the remark „Leave of absence“.
- When stating „double degree“, please enclose the relevant proof of enrolment from CAU and the other university from Schleswig-Holstein.
- When stating „double degree“, please enclose the relevant proof of enrolment from CAU and the other university from Schleswig-Holstein.
- When stating „free transport due to disability“, please enclose a copy of the relevant identity card.
- When stating „Non-use of public transport due to disability“, please enclose a copy of the relevant identification document.

Please enclose a copy of the certificate of enrolment and proof of enrolment (Erasmus form/internship contract/confirmation from the other university/etc.). We have to be able to recognize that you are not in the semester catchment area because of your studies. This also applies to promotions.

The information that you do not need the semester ticket or do not live in Kiel is not sufficient for a refund.

Deadlines for submitting applications: Generally by the end of the first semester month (April/October)!

Exception: In case of de-registration, the request can be submitted by 31.03. or 30.09., provided that de-registration took place in the first semester month (April/October) at the latest.

For questions:

Tel.: 0431/880-2647

E-Mail: info@asta.uni-kiel.de

www.asta.uni-kiel.de

For applications for hardship cases you can simply contact the hardship commission of the student parliament.

E-mail address: haertefallkommission@stupa.uni-kiel.de.

You can submit a completed request for hardship cases to the information office and we will forward it to the commission