

Request of Exemption from mandatory Semesterticket Fees

Line I hereby request to be exempt from the mandatory payment of the Semesterticket fees according to §18a Section 4, BerlHG of Semesterticketsatzung der TU Berlin.



Semester of Application:

Registration Number:

Enrolled at:

- 1 Winter
2 Summer

20____ / ____

[Empty box for Registration Number]

TU UdK

3	Name:	Given name:		
4	Street, No.		Address line 2, c/o	
5	Zip/Post code	City		
6	Phone (optional)		E-Mail (optional)	
7	BA <input type="checkbox"/> MA <input type="checkbox"/> Other <input type="checkbox"/>	Programme	Date of Birth	

Bank information

8	IBAN	BIC
9	Bank	Account holder (Name, Given name, if different from line 3)

Reason for application (Tick the applicable box)

Acc. to § 1 Sect. 6 or 7 of Semesterticket Statutes:

Mandatory proof/attachments:

- 10 **Health:**
1. Due to a disability or due to health reasons, I won't be able to use public transport for the whole of the term. ▶ Doctor's note (§ 1 Sect. 6 No. 1)
- 11 **Absence:**
I will not be residing within the area of application of the Semesterticket for at least three consecutive months due to study related reasons. (If you apply for a holiday semester, you need not provide a reason. (§ 1 Sect. 6 No. 2)) ▶ Proof of residence outside the area of application, stating the period of absence, such as confirmation by Uni, copy of work and/or practical training course contract.
- 12 **Degree programme:**
3. I am enrolled in a supplement, additional, or post graduate course, enrolled as a part time student, doing a PhD or taking part in a furthering studies and/or Masters programme. (§ 1 Sect. 6 No. 3) ▶ Enrolment certificate stating the type of degree or stamp
- 13 **Holiday semester:**
4. I was granted a holiday semester for the coming term, I was retroactively granted a holiday semester, or I provably fell ill during the current semester so that I would be eligible to a holiday semester. ▶ Holiday Semester form approved by Registration Office or stamp
- 14 **Registration:**
5. I was enrolled more than one month after the start of term. (§ 1 Sect. 7 No. 1) ▶ Enrolment Certificate stating date of enrolment or stamp.
- 15 **Company ticket:**
6. I am in the possession of a company ticket. ▶ Copy of company ticket (valid during the period covered)

Stamp/Signature I A/IPA

[Empty box for stamp/signature]

Stamp/Signature I A/IPA

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Stamp/Signature I A/IPA

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I confirm that all information provided in this form and the attachments have been made to the best of my knowledge and conscience. I further confirm that I have neither applied for any other reimbursements to which I may be eligible nor that I will do so during the period covered. I know that I will not receive a semester ticket in case of my application being approved and that I will not be able to use public transport according to the conditions of the VBB-Semesterticket agreement. Should I have already received a semester ticket, I have to return it at Campus-Center of TU or at IPA of UdK before receiving the reimbursement.

16 _____
Date

Signature

Explanations to the Application

- Zeilen 3–6 The address provided should be the student's actual place of residence to which communication will be sent. Providing a phone number and/or email-address will help the Semesterticketbüro in case there are any questions or incomplete data.
- Zeilen 8–9 Contribution fees to the semester ticket and to the social funds usually have to be paid initially but will be repaid in case of an exemption. We will not reimburse you in cash. Please provide bank account information so we can transfer the reimbursement in case of approval. Give the account holder's name since we will only transfer the reimbursement to a natural person and not to the account of an institution, club, or else.
- Zeilen 10–15 At least one of the reasons needs to be stated and to be proved. If an exemption is granted after the start of the term, we will only reimburse you in part for the remaining months of the term that have not begun. The time at which you return your semester ticket is material to your being reimbursed. You will only be reimbursed after returning your semester ticket sticker bearing the VBB logo to **Campus Center of TU or Registration Office of UdK** and only for the months in which you have not used the ticket. So, if you return your ticket during the summer term in May, you will only be reimbursed for the months of June, July, August, and September.
- Zeile 10 Please attach a doctor's note when giving this reason stating that you are unable to use public transport. **The doctor's note must span the whole of the term** in which you are requesting the exemption. **Exemptions for part and/or parts of the term only will not be granted.**
Note: Students who are eligible to free transport according to Disabilities Act do not have to fill out this application. Please hand in a copy of your disabled person's pass in colour at Campus Center (H030) at Bereich IA2 – Immatrikulation und Nationale Zulassung.
- Zeile 11 Please state the reason of your study related absence from your place of study and provide a copy of an appropriate document proving that reason, such as enrolment certificate, work and/or practical training course contract, or a similar document. These documents must show your place of work and your weekly working hours as well as the period of your stay away from your place of study. **The period of absence must consist of at least three consecutive months of the term. Exemptions for part and/or parts of the term will not be granted.**
- Zeile 12 The categorisation according to National Admission (Nationale Zulassung) is the decisive factor. The degree programmes to which this regulation applies can be viewed on the list as published by the Semesterticket-Büro. It is available at Semesterticket-Büro, at Campus Center (H030) and online at <http://asta.tu-berlin.de/semnix/befreiung>
- Zeile 13 In order to process your application more quickly, please provide a copy of your **approved** holiday semester application from the registration office. You may request the exemption before having the application for a holiday semester approved.
- Zeile 14 One sixth of the semester ticket fees and the contributions to the Social Funds will be reimbursed for every full month of delayed registration.
- Zeile 15 According to VBB agreement, §2, sect. 5.
- Zeile 16 The application has to be signed by the applicant himself or herself. If a person other than the applicant signs it, you need to provide power of authorisation that the signatory is legally allowed to sign the application in the applicant's stead.

Please send the application to this address:

**Technische Universität Berlin
I A STB Semesterticketbüro
H 2130a-2133
Straße des 17. Juni 135
10623 Berlin**

The application with all attached documents is **due at the end of the re-registration period of the respective term**. The deadline for students who enrol for the first time is **two weeks after the point of enrolment**, that is after having received the enrolment certificate and/or course record book. **Payment obligations and payment deadlines set by the enrolment office remain unchanged when applying for an exemption until a notification of exemption has been sent out.** Re-registration or enrolment at university is only possible when paying the full semester fees initially. We cannot guarantee delivery of the semester ticket for the first day of the semester if your documents necessary for enrolment or re-registration have not been handed in in full or if the fees have not been paid in full until the 15th calendar day before the start of term. Applications must be handed in **in writing and must be signed by the applicant**.

Contact:

Email: semesterticket@tu-berlin.de

Web: <http://asta.tu-berlin.de/semnix>

Phone: 030 314-28 038, **Fax** 030 314-28 162

Room: H 2130a-33

Office hours:

Have a look at our website for the latest announcements.