

Explanations regarding the Application for Grants to Semesterticket TUB/UdKB

Students who can prove that a special hardship at the time of paying the semester ticket's fees considerably prevents them from paying said fees are eligible to apply for a grant to the semesterticket's fees. This further applies to students whose monthly income does not exceed their basic needs and to students who do not own considerable savings. Subsidising funds not only depend on the student's information provided but also depend on the total number of applications granted as well as the funds at the Semesterticket-Büro's disposal. The more students successfully apply for grants, the less money each individual student will be allotted. The relation between income and basic needs, the duration of the hardships, and the extent of payment obligations will be considered at the time of dispensing grants.

- Lines 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. TUB/UdKB will not receive those data.
- Lines 8-9 The allotted grants will not be set off against the semester ticket's fees. This means that students will have to pay the semester ticket fee and will later be reimbursed in part or in total. The grants will be paid to the applicant via bank transfer in case of an application granted. Students will have to provide bank account information. Please provide the recipient's name since the funds will only be paid to natural persons and not to institutions, clubs, unions, or societies. The funds will not be paid in cash.
- Lines 10-22 At least one of the reasons for applying is to be stated and to be proved. You can state more than one reason.
- Line 10 When stating this reason, please attach a copy of the examination office's confirmation of application for your final thesis and a copy of the extension of the deadline for your thesis if applicable. The date of application for your final thesis must be before the end of the re-registration period.
- Line 11 When stating this reason, please attach a copy of your internship/practical training course contract. The contract must show how many hours you work per week, the salary, and the beginning and end dates of your internship/ practical training course. The beginning date must be before the end of the re-registration period or before the date of enrolment. Regular working hours must amount to at least 30 hours a week. Only internships/practical training courses that are considered mandatory in the study regulations (Studienordnung) will be taken into account.
- Line 12 Please provide a copy of your residency permit or a copy of an equal entry in your passport.
- Line 13 Birth certificates, alimony and/or child support obligations, and notification of unemployment benefits (ALG-Bescheid) will be accepted as proof.
- Line 14 Attachments must clearly show that the applicant is a single parent for the child/children mentioned in the application. An entry in the child's/children's ALG2-notification or a respective entry on the applicant's income tax card will be accepted as proof.
- Line 15 Alimony obligations, court orders, or bank account statements will be accepted as proof.
- Line 16 When stating this reason, please provide a copy of your doctor's note. The recommendations for the granting of diet allowance by the Deutscher Verein apply unless the doctor attests something else. (Cf. Sozialgesetzbuch XII, § 30, sections 48 and 49)
- Line 17 Please attach a copy of your doctor's note or a copy of your record of prenatal and natal care. If you do so, please blacken entries regarding tests for diseases.
- Lines 18-19 Should you receive benefits according to Sozialgesetzbuch, please provide a copy of the government agency's notification/s.
- Line 20 If the difference between income (acc. to § 2, section 2 Sozialfonds-Satzung) and needs as defined by § 2, section 3, nos. 4 and 5 Sozialfonds-Satzung during the first or last three consecutive months of the period covered falls below more than 45 per cent as defined by § 2, section 3, nos. 1 to 3 Sozialfonds-Satzung, this claim is valid.
That means that the cost for health insurance and rent/incidentals will be deducted from your income. Your needs, which consist of your basic needs (€404), lump sums for people in your care (see §2, section 3, no. 2 Sozialfonds-Satzung) and additional needs rates (see § 2, section 3, no. 3 Sozialfonds-Satzung, „Mehrbedarfssätze“), will then be calculated. If the first difference falls below more than 45 per cent of the last stated needs, a special hardship is the case. If you have no children, you will fall into that category at €222.22 after deduction of rent/incidentals and health insurance from your income.
- Lines 21-22 Please provide a doctor's note stating the necessity of treatments as well as a copy/copies of receipts and/or notifications of charges as well as proof of payment if you state this reason. Application requirements are met if the cost exceeds €150.
- Line 22 If you wish to present different hardships for your case, list them here and provide respective proof for them in your application. Their type and their extent have to be comparable to the reasons listed here. These hardships must not be of your own wrong doing.
- Lines 23-29 Please state the number of people you have to pay alimony for. Please attach applicable documents, such as birth certificate/s, family register or marriage certificate, certificate of a marriage-like union, maintenance order, bank account statements.

- Lines 30-35 Please provide a copy of your rental agreement or at least three rent receipts or three bank account statements showing the amount of rent you pay. The net rent (incl. all incidentals) is material to our calculations. A maximum of €450 will be taken into account for the applicant, a further €200 for every person entitled to maintenance living in the applicant's household. Gas and electricity only have to be stated once by way of a bank account statement. Back pay can be considered and will be deducted from your income.
- Line 34 We will add a lump sum of €30 for the TV/radio licence and the phone/internet bill to the maximum of what is the allowable rent if it is less than €450. You will not need to provide proof for that.
- Line 36 If you live in a shared flat or with other people, you will need to provide a statement of how you divide the rent between all tenants. An informal statement showing how much rent the individual tenants pay will suffice.
- Line 38 Please provide a bank account statement showing the amount of the security deposit paid as well as the date of payment. Alternatively, you can provide a copy of your rental agreement if it shows the amount of the security deposit. The security deposit will be deducted from your income.
- Line 39 Please provide a current bank account statement showing the amount of your health insurance fees or a letter from your health insurance company showing the amount of health insurance fees.
- Line 42 Please provide a repayment agreement or bank account statements showing you are repaying money on a regular basis. €150 to €1,200 maximum (from the first Euro upwards) will be taken into account.
- Line 43 Consumables are materials which are being used in the writing of a thesis or in the completion of a study project, such as paints, canvasses, or instrument strings. Books, computer software and/or hardware are not consumables. Please provide receipts as proof. €150 to a maximum of €500 (from the first Euro upwards) will be taken into account.
- Line 44 Semester contributions and/or re-registration fees are not enrolment fees. Bank account statements and enrolment certificates will be accepted as proof.
- Line 45 Bank account statements and notification of charges will be accepted as proof.
- Lines 46-64 Income from paid labour and/or work, supporting payments or non-cash benefits by your parents, income from capital (interest from savings, bonds, share of profits), financial assistance from public funds (child-raising benefits) are to be stated and proved. The documents must show how the applicant finances his or her living. The Semesterticketbüro reserves the right to review the data and documents provided and will prosecute applicants who have willfully provided wrong data. Furthermore, in certain cases, copies of the following options can be provided as proof:
- current payslips, e.g. by the employment agency
 - current income tax cards and/or invoices you have billed
 - work contracts
 - current bank account statements
 - your current tax declaration or – if applicable – the last advance turnover tax return
 - notifications of financial assistance from public funds, such as BAFöG, housing benefits or unemployment benefits (ALG2), parents' money
- Line 47 Please provide copies of your bank account statements stating the balance for the beginning and end date of the period covered.
- Line 51 Housing benefits will only be taken into account in relation to the regard of costs of housing.
- Line 56 Parents' money will only be taken into account as income from the 301st Euro upwards.
- Line 65 Please provide a copy of the additional ticket.
- Line 66 The applicant's principal residence is to be proved by registration card, rental agreement, or confirmation of the flat's owner. University premises in which the majority of courses of the programme usually take place are a decisive factor to that.
- Please note:** A flat in the immediate vicinity of the university campus does **not** represent a case of hardship according to §2, section 2 of the Sozialfonds-Satzung. The Sozialfonds-Satzung only allows for a monthly deduction from your income of one sixth of the Semesterticket fee.
- Line 67 Please provide a restriction note stating the restriction sum of your blocked account. Furthermore, provide a bank account statement stating your balance at the beginning and the end of the calculation period.
- Line 68 Wealth means all usable wealth. An appropriate amount of household effects, items necessary for studies or for practicing your profession, family possessions and heirloom, items to satisfy your scientific and/or artistic needs, appropriate property as well as tenfold the tuition fees (cf. § 2, section 5, Sozialfonds-Satzung) do not fall under the category of 'usable wealth'.
- Line 69 An application will be taken into consideration if income minus all actual costs of housing minus health insurance is over or equal €100.
- Line 70 The applicant must sign the application himself or herself. If a person other than the applicant signs the application, you will need to provide power of authorisation stating that the signatory may legally sign documents in the applicant's stead.