

Request of Exemption from mandatory Semesterticket Fees TU Berlin

Line I hereby request to be exempt from the mandatory payment of the Semesterticket fees according to § 18 a Section 3 BerlHG and the Semesterticketsatzung of AStA TU Berlin*.



Semester of Application:

Registration Number:

1 Winter
2 Summer **20** ____ / ____

3	Name	Given name		
4	Street, No.		Adress line 2, c/o	
5	Zip/Post code	City		
6	Phone (optional)		E-Mail (optional)	
7	BA MA Other	Degree programme		Date of Birth

Reason for application (Tick the applicable box)

Acc. to § 1 Sect. 6 of Semesterticketsatzung:

Mandatory proof / attachments:

Health:

8 Due to a disability or due to health reasons, I won't be able to use public transport for the entire period of the semester mentioned above. (§ 1 Sect. 6 No. 1)

▶ Doctor's attestation

Absence:

9 I will not be residing within the area of application of the Semesterticket for at least three consecutive months due to **study related** reasons*. (§ 1 Sect. 6 No. 2)

▶ Proof of residence outside the area of validity, stating the time period of absence, such as confirmation by college / university or a copy of your internship contract.

Company ticket:

10 I am in the possession of a company ticket. (§ 1 Sect. 6 No. 5)

▶ Copy of company ticket (valid during the period of the semester mentioned above)

Exemption option during the current semester

11 I want that my ticket loses its validity on the given date 01. _____ (MM.YYYY).
I am aware that I will only get a prorated amount of the Semesterticket Fees of the upcoming months of the semester, in this case.

12 I hereby confirm that the information given in this form is true, complete and accurate. 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 am aware, that my Semesterticket will be invalid for the whole semester without indication of date in case of not mentioning a certain date in line 11.

Note regarding the data processing

13 The information given in this application is electronically recorded and stored by Semesterticket Office. For more desired information about the stored / saved data, please contact the Semesterticket Office.

14 Date _____

Signature _____

*If you want to be exempted from the obligation to contribute the Semesterticket for the following reasons: semester on leave (Urlaubsemester), PhD-programme, course of study, part-time study, you can do this by yourself in your TU students account. If you have any questions, please consult the Campus Center.

Explanations to the Application

- Line 3 - 6 The address provided should be the student's actual place of residence to which our letters will be sent. Providing a phone number and/or email-address will help the Semesterticket Office in case there are any questions or incomplete data.
- Line 8 - 10 At least one of the reasons needs to be stated and to be proved. If an exemption is granted after the start of the semester, we will only reimburse you in part for the remaining months of the semester that have not begun.
- Line 8 Please attach a doctor's attestation when giving this reason stating that you are unable to use public transport. **The doctor's attestation must span the whole of the term**, in which you are requesting the exemption.
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 sector IA2-Immatrikulation und Nationale Zulassung.
- Line 9 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 an enrollment certificate, 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 absence from your place of study. **The period of absence must consist of at least three consecutive months of the term.**
- Line 13 The application has to be signed by the applicant only. If another person signs the form, you need to attach a power of attorney.

Please send the application to this address:

Technische Universität Berlin
I A STB Semesterticketbüro
H2130a-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 the 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. Applications must be handed in **in writing and must be signed by the applicant**.

Contact:

Email: semesterticket@asta.tu-berlin.de
Web: <http://asta.tu-berlin.de/semstix>
Phone: 314-28 038, Fax 314-28 162
Room: H2130a-33

Office hours:

Have a look at our website for the latest announcements.