

Application for a refund of the Semesterticket fee according to §4 of the semester fee regulations of the Saarland University from 19.05.2016



An die Beauftragten des Studierendenparlamentes der Universität des Saarlandes
c/o Studierendenschaft
Gebäude A5.2
Abhofach 5
D-66123 Saarbrücken

I hereby apply for a refund of the Semesterticket fee paid for the winter term 2017/2018 according to § 4 of the semester fee regulations of Saarland University from 19.05.2016. Reasons (**please fill in the form and tick the appropriate box!**):

Matriculation number: | | | | | | | | | | Telephone number: | | | | | | | | | |

Mailing address: | | | | | | | | | |

Name and Surname: | | | | | | | | | |

Address: | | | | | | | | | |

Postal code and home city: | | - | | | | | | | | | |

IBAN: | | | | | | | | | | BIC: | | | | | | | | | |

Name of the bank and location: _____

Account holder: _____

Important information: The Semesterticket can only be refunded if the stamp of the SaarVV on your student ID (UdS-Card) has been removed by AstA! (Exception: belated enrolment)

I hereby assure that I attached the necessary supporting documents and that my personal details are complete and accurate.

Place, date and signature

Reasons for a refund:

Severe disability

I am severely disabled, I qualify for free transportation and I have a valid stamp of the Versorgungsamt (§ 4, No. 1). Attached documents:

- 1) **Student ID (UdS-Card),**
- 2) **a copy of the enrolment certificate (Immatrikulationsbescheinigung),**
- 3) **a copy of your disabled person's pass,**
- 4) **a copy of the certificate from the Versorgungsamt with a valid stamp.**

The **application deadline is 15.11.2017.**

Please turn page

Leave of absence

I will be taking a leave of absence during the winter term 2017/2018 (§ 4, No. 2). Attached documents:

- 1) **Student ID** (UdS-Card),
- 2) a **copy of the enrolment certificate (Immatrikulationsbescheinigung), which proves your leave of absence,**
- 3) a **copy of the official document which states the reason for your leave of absence.**

The application deadline is 15.11.2017.

Studies abroad (no leave of absence)

Due to my studies I won't be residing within the area of the SaarVV for at least three months during the winter term 2017/2018 (§ 4, No. 2 & 3). Attached documents:

- 1) **Student ID** (UdS-Card),
 - 2) a **copy of the enrolment certificate (Immatrikulationsbescheinigung)**
- For studies abroad:**
- 3) a copy of any document serving as proof for the time abroad (**for example: certificate of immatriculation of foreign university, copie of contract of traineeship, ...**)

For PhD students:

- 3) **Confirmation of studies outside of Saarland from the supervisor.**

The application deadline is 15.11.2017.

Postgraduate Studies

I am enrolled in one of the following postgraduate studies (§ 4, No. 2):

Europäisches und Internationales Recht, European Management, Evaluation, Magister/Magistra der Rechte, Sport-/Gesundheitsmanagement, Wirtschaftsrecht für die Unternehmenspraxis.

Attached documents:

- 1) **Student ID** (UdS-Card),
- 2) a **copy of the enrolment certificate (Immatrikulationsbescheinigung)**

The application deadline is 15.11.2017.

Early exmatriculation (during ongoing semester)

On ___/___/2017/ ___/___/2018 I have been exmatriculated (§ 4, No. 4). Attached documents:

- 1) **Student ID** (UdS-Card),
- 2) a **copy of the exmatriculation certificate (Exmatrikulationsbescheinigung).**

For the remaining months (only full months) I receive a partial refunding of EUR 20.70 per month. AStA only refunds a minimum of at least two months (EUR 41.40).

The **application deadline** is **14 days after the exmatriculation date.**

Belated enrolment/ enrolment renewal

I have not enrolled or renewed my enrolment before ___/___/2017/ ___/___/2018 (§ 4, No. 5). Attached documents:
a **copy of the enrolment certificate (Immatrikulationsbescheinigung) as well as a stamp of the student office (Studierendensekretariat) which proves the date of the enrolment.**

I receive a partial refunding of EUR 20.70 per month for the months of the semester which have already passed. The AStA only refunds at least two months (EUR 40.40).

The **application deadline** is **14 days after the date of enrolment.**

AStA cannot be held liable for lost student ID cards. Although we keep your ID cards safe here at our office and we try to ensure that it will be send back to you, there is always a slight chance that an ID card is lost (in the mail). To avoid any inconvenience we advise you to see the Semesterticketrückerstattung during office hour and **devalidate your ID personally.**

The **maximum amount of refund for Wintersemester 17/18 is EUR 124,00.** AStA holds in **EUR 01,00** of the original Semesterticket fee (EUR 125,00) due to **additional expenses** which might occur (e.g. postal charges etc.).

Please fill in your address on the next page as well!

Notice about the application for a refund of the Semesterticket fee according to §4 of the semester fee regulations of the Saarland University from 19.05.2016



Please fill in your address! (in the box)

Dear applicant,

your application from _____

- has been granted.
 - You receive a refund of ② ③ ④ ⑤ ⑥ months; EUR 20.70 per month. (Maximum refund: EUR 124.00)
 - We enclosed your student ID in the letter (the stamp of the SaarVV has been removed).
 - The refund will be transferred to your bank account **after November 15 2017**. If you have any further questions please feel free to contact our accounting department (☎: 0681/ 302-4322).

- has been rejected due to the following reasons:

Legal advice:

Within one month after the receipt of this notice an appeal (in writing or verbally, for transmission) may be made against the committee's decision. Please submit the appeal to the ASStA der Universität des Saarlandes, Abhofach 5, 66123 Saarbrücken.

Yours sincerely, on behalf of the Semesterticket refund committee (Erstattungsausschuss),

Saarbrücken, _____