

Application for reimbursement of the semester travel ticket fee in accordance with Section 4 of the Deutschlandsemesterticketvertrag (Germany-wide semester travel ticket agreement) of Saarland University's General Student Committee (AStA) of 31 July 2024.

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

I hereby apply for reimbursement of the semester travel ticket fee for the winter semester 2025/2026 in accordance with Section 4 of the Deutschlandsemesterticketvertrag (Germany-wide semester travel ticket agreement) of Saarland University's General Student Committee (AStA) of 31 July 2024.

Matriculation no.: _____

Full name: _____

Street & house number: _____

Postal code: _____

Phone: _____

E-mail address: _____

Bank _____

SWIFT/BIC: _____

IBAN: _____

Account holder: _____

Reason

- **Study programme requires student to spend at least three months studying outside the area of validity of the Deutschlandsemesterticket (without leave of absence)**

I will be spending at least three months of the winter semester 2025/2026 outside the area covered by the local public transport operator SaarVV as required by my study programme (Section 4, 1a).

Documents attached:

- 1) A copy of the certificate of enrolment showing subjects studied
- 2) A copy of proof of residence outside the area covered by the semester travel ticket agreement (e.g. certificate of enrolment at a university abroad, copy of internship agreement, for doctoral students: confirmation from the supervisor of the study-related stay outside the area covered by the semester travel ticket agreement)
- 3) Official proof of payment of the semester fee showing the semester travel ticket from the **SIM-Portal** under “**Bescheinigungen**” → “**Zahlungsnachweis**”.

The application deadline is November 15th, 2025.

- **Leave of absence**

I am on a leave of absence during winter semester 2025/2026 (Section 4, 1b).

Documents attached:

- 1) A copy of the certificate of enrolment showing leave of absence.
- 2) Official proof of payment of the semester fee showing the semester travel ticket from the **SIM-Portal** under “**Bescheinigungen**” → “**Zahlungsnachweis**”.

The application deadline is November 15th, 2025.

- **Advanced professional studies and post-graduate programmes**

I am enrolled in a post-graduate programme in winter semester 2025/2026 that is eligible for reimbursement (Section 4 1c):

Documents attached:

- 1) A copy of the certificate of enrolment showing subjects studied.
- 2) Official proof of payment of the semester fee showing the semester travel ticket from the **SIM-Portal** under “**Bescheinigungen**” → “**Zahlungsnachweis**”.

The application deadline is November 15th, 2025.

- **Disability**

I am a disabled person entitled to free use of public transport services and have valid travel token (Wertmarke, Section 4, 1d).

Documents attached:

- 1) A copy of the certificate of enrolment
- 2) Official proof of payment of the semester fee showing the semester travel ticket from the **SIM-Portal** under “**Bescheinigungen**” → “**Zahlungsnachweis**”.
- 3) A colour photocopy of the disability card.
- 4) A copy of the document 'Beiblatt zum Ausweis des Versorgungsamtes' which is issued as a supplement to your disability card and must include a valid travel token (Wertmarke) permitting free access to public transport.

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The application deadline is November 15th, 2025.

- **Enrolment at multiple higher education institutions with obligation to purchase a semester travel ticket.**

I am enrolled at multiple higher education institutions that require the purchase of a semester travel ticket and have paid the fee multiple times. (Section 4, 1f).

Documents attached:

- 1) A copy of the certificate of enrolment
- 2) A copy of the certificate(s) of enrolment at another university
- 3) Official proof of payment of the semester fee showing the semester travel ticket from the **SIM-Portal** under “**Bescheinigungen**” → “**Zahlungsnachweis**”.

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The application deadline is November 15th, 2025.

- **Enrolled doctoral students**

I am enrolled at the university while I undertake my doctoral research work and do not need the Deutschlandsemesterticket (Section 4, 1h).

Documents attached:

- 1) A copy of the certificate of enrolment
- 2) Official proof of payment of the semester fee showing the semester travel ticket from the **SIM-Portal** under “**Bescheinigungen**” → “**Zahlungsnachweis**”.

The application deadline is November 15th, 2025.

- **Early deregistration (in the current semester)**

The date of my de-registration was _____ (DD.MM.YYYY) (Section 4, 1i).

Documents attached:

- 1) A copy of the certificate of de-registration
 - 2) Official proof of payment of the semester fee showing the semester travel ticket from
 - 3) the **SIM-Portal** under “**Bescheinigungen**” → “**Zahlungsnachweis**”.
- I will be reimbursed a pro-rata amount of € 34.55 per month for the remaining full months. However, the reimbursement amount must be at least € 69.10.

The application deadline is 14 days after the date of deregistration.

- **Late enrolment (in the current semester)**

I have been enrolled since _____ (DD.MM.YYYY) (Section 4,1i).

Documents attached:

- 1) A copy of the certificate of enrolment
 - 2) Official proof of payment of the semester fee showing the semester travel ticket from the **SIM-Portal** under “**Bescheinigungen**” → “**Zahlungsnachweis**”.
- I will be reimbursed a pro-rata amount of € 34.55 per month for the preceding full months of the semester. However, the reimbursement amount must be at least € 69.10.

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

Privacy notice

I hereby give my consent that my personal data may be collected, processed and used for the purpose of reimbursement of the semester travel ticket in accordance with Section 4 of the Deutschlandsemesterticketvertrag (Germany-wide semester travel ticket agreement) of Saarland University's General Student Committee (AStA) of 31 July 2024 and may be passed on, transmitted and also processed and used for this purpose by the following third parties involved (personal data will be stored for a period of three years):

- General Student Committee (AStA) of Saarland University
- General Student Committee (AStA) of Saarland University
- As applicable:
 - Legal Department of Saarland University
 - Saarland University International Office
 - Chairs of Saarland University
- For applications from Homburg: Studierendenwerk Saarland (Saarland Student Services)
- In the case of appeals: Appeals Committee of the Student Parliament of Saarland University
- Saarländische Nahverkehrs-Service GmbH

I understand that my personal data collected for the above-mentioned purposes will be collected, processed, used and transmitted in compliance with the Saarland Data Protection Act (Saarländisches Datenschutzgesetz, SaarIDSG).

I also understand that my consent to the collection, processing and use of my personal data is voluntary. Furthermore, I understand that I may refuse to give my consent with the consequence that my application will not be processed. I may withdraw my consent at any time. I understand that withdrawing consent applies only to the future processing of personal data, not to data that has already been processed.

My withdrawal of consent notice may be addressed to
The Representatives of the Student Parliament of Saarland University
E-mail address: **erstattung@asta.uni-saarland.de**

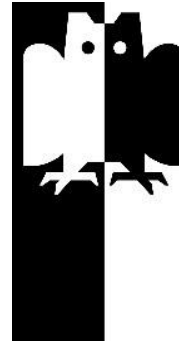
The maximum reimbursement amount for the summer semester 2025 is € 207.30. The General Student Committee (AStA) reserves the right to retain € 1.50 of the original semester travel ticket fee of € 208.80 to cover any expenses such as postage etc. All documents must have been received before the end of the application period. Incomplete applications will not be considered.

I confirm that I have attached all the necessary supporting documents and that the information I have provided is complete and correct.

Reminder: With a confirmation of the semester ticket refund, your ticket use is cancelled for the whole semester!!! If you still need it, you can always get it at the SaarVV-Service.

Date and signature

Decision regarding the application for reimbursement of the semester travel ticket fee in accordance with the Deutschlandsemesterticketvertrag (Germany-wide semester travel ticket agreement) of Saarland University's General Student Committee (AStA) of July 31st, 2024.



StuPa
STUDIERENDEN-
PARLAMENT DER
UNIVERSITÄT DES
SAARLANDES

name:

address:

postal code:

To be completed by applicant (Please fill out with valid address to avoid the letter coming back to us!!!)

Dear applicant,

Your application from _____

- ☐ has been approved
- ☐ You will be reimbursed 2 3 4 5 6 months in the amount of € 34.55 each (The maximum reimbursement amount is € 207,30.)
- ☐ The refund will be made by bank transfer to your specified account after November 15th.

If you have any further questions, please contact our team.

mail: **erstattung@asta.uni-saarland.de**

tel: **0681 302 4322**

- ☐ has been rejected. The decision was based on the following reasons:

Information on the right of appeal:

If you wish to appeal against this decision, you must do so in writing or as an officially recorded oral declaration within one month of receiving this notification. Please address your appeal to: AStA der Universität des Saarlandes, Abhofach 5, 66123 Saarbrücken.

Best regards on behalf of the Reimbursement Committee,

Saarbrücken, _____