PLEASE DON'T PRINT ON BOTH SIDES
Please read everything carefully

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

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

I hereby apply for reimbursement of the semester travel ticket fee for the **winter semester 2026/2027** in accordance with Section 4 of the fee regulations (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 Details (**Important Note:** Please provide details for a German or European bank only, as many foreign accounts are incompatible with the German SEPA system. If you do not have such an account, you are very welcome to ask relatives or friends to „borrow" you theirs.)

Bank _____

SWIFT/BIC: _____

IBAN: _____

Account holder: _____

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In accordance with Section 4 of the Saarland University Fee Regulations, the following students are eligible for a refund of the semester ticket fee. Please pick <u>one</u> of the applicable reasons.

- **Students with severe disability who are entitled to free transport under the Severely Disabled Persons Act and hold the corresponding proof of eligibility, provided that reimbursement is not already being made by the transport operators (§ 4 No. 1 of the Contribution Regulations of the Saarland University Student Body dated 16 April 2018)**

Documents attached:

1) A copy of the certificate of enrolment.
2) A **coloured** photocopy of the disability card.
3) 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.
4) 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 15, 2026. This is a statutory exclusion period, after which the right to submit an application is forfeited.

- **Students who can provide evidence that they are taking a semester of leave of absence or commencing postgraduate studies (e.g. a doctoral program) (§ 4 No. 2 of the Contribution Regulations of the Student Body of Saarland University dated April 16, 2018)**

Documents attached:

1) A copy of the certificate of enrollment indicating a leave of absence or the subject/program of further or postgraduate study. → **Important for leave of absence: We need the immatriculation certificate with the note „Non-attending" next to the study subject, not the leave of absence note!**

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 15, 2026. This is a statutory exclusion period, after which the right to submit an application is forfeited.

- **Students who can provide evidence that, due to their studies, they will be staying outside the area covered by the Saarland Transport Association (<u>and also outside of Germany</u>) for at least three months of the semester (§ 4 No. 3 of the Contribution Regulations of the Student Body of Saarland University dated April 16, 2018).**

Documents attached:

1) A copy of the certificate of enrolment.
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 15, 2026. This is a statutory exclusion period, after which the right to submit an application is forfeited.

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- **Students who withdraw from enrollment (exmatriculate) during the semester (§ 4 No. 4 of the Contribution Regulations of the Student Body of Saarland University dated April 16, 2018).**

The date of my exmatriculation was_____ (DD.MM.YYYY.) (Section 4, li)

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 the SIM-Portal** under "Bescheinigungen" → "Zahlungsnachweis".

The application deadline ends 14 days after your exmatriculation date. This is a statutory exclusion period, after which the right to submit an application is forfeited.

- **Students who enroll or re-enroll after June 1 in the summer semester or after December 1 in the winter semester (§ 4 No. 5 of the Contribution Regulations of the Student Body of Saarland University dated April 16, 2018).**

  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".

The application deadline ends 14 days after your enrolment date. This is a statutory exclusion period, after which the right to submit an application is forfeited.

- **Students who have already paid the semester ticket fee at one of the participating higher education institutions, meaning who are <u>immatriculated at several unis</u> (§ 4 No. 6 of the Contribution Regulations of the Student Body of Saarland University dated April 16, 2018).**

Documents attached:

1) A copy of the certificate of enrolment.
2) A copy of the certificate(s) of enrollment at the other higher education institution.
3) Official proof of payment of the semester fee showing the semester travel ticket **from the SIM-Portal** at "Bescheinigungen" → "Zahlungsnachweis".

The application deadline is November 15, 2026. This is a statutory exclusion period, after which the right to submit an application is forfeited.

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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, SaarlDSG).

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 winter semester 2026/2027 is € 225.30. The General Student Committee (AStA) reserves the right to retain € 1.50 of the original semester travel ticket fee of € 226.80 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 for the non-student tarif at the SaarVV service center (Mail: service@saarvv.de; Tel: +49 6898 500 4000). This rule does NOT apply for late immatriculations, where the ticket will of course stay available!

IMPORTANT: Should you face any difficulties regarding the application process, the procurement of required documents, or meeting the deadline on time, it is absolutely essential that you contact us BEFORE the deadline ends. Doing so helps prevent potential issues or even the rejection of your application and ensures that the AStA is „warned in advance". Unfortunately, once the deadline has passed, no excuses can be accepted and the application must be rejected without exception.

Location, date and signature

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

StuPa
STUDIERENDEN-
PARLAMENT DER
UNIVERSITÄT DES
SAARLANDES

name:

adress:

postal code:

To be completed by applicant (Please fill out with valid adress 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 € 37.55 each (The maximum reimbursement amount is € 225.30.)

- ○ The refund will be made by bank transfer to your specified account **after** November 15th, 2026.

(The money should be on your bank account no later than November 30th. It is normal, that it takes a specific amount of time for your money to arrive. Questions for the whereabouts of your money won't be answered and you will be contacted, should there be a problem with your bank account.)

If you have any other 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:

_____

_____

_____

Informations on the right oft he appeal:

If you wish to appeal against this decision, you must do so in writing o ras an officially recorded oral declaration within one month of receiving this notofication. Please adress your appeal to: AStA der Universität des Saarlandes, Abholfach 5, 66123 Saarbrücken.
Best regards on behalf oft he Reimbursement Committee,

Saarbrücken, _____