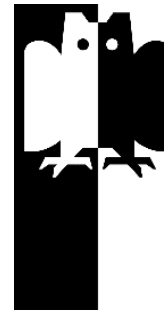


# Application for a refund of the Semesterticket fee according to §4 of the semester fee regulations of the Saarland University from 16.03.2019

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



**StuPa**  
STUDIENDEN-  
PARLAMENT DER  
UNIVERSITÄT DES  
SAARLANDES

I hereby apply for a refund of the Semesterticket fee paid for the winter term 2019/2020 according to § 4 of the semester fee regulations of Saarland University from 16.03.2019. 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)

## General Data Protection Regulation

With your permission, your data will be collected, processed, and used by the following organisations:

- Allgemeiner Studierendenausschuss der Universität des Saarlandes
- Kartenbüro der Universität des Saarlandes
- Studierendensekretariat der Universität des Saarlandes
  - In individual cases:
    - die Rechtsabteilung der Universität des Saarlandes
    - das International Office der Universität des Saarlandes
    - Lehrstühle der Universität des Saarlandes

- For applications from Homburg: dem Studentenwerk im Saarland e.V.
- In case of contradictions: Widersprucausschuss des Studierendenparlaments der Universität des Saarlandes for the following purposes:
- Semesterticket reimbursement within the meaning of § 4 of the Contribution Regulations of the Student Union of the Saarland University (the data is stored for a period of ten years)

Your personal data will be collected, processed, and used in the context of the aforementioned objectives in accordance with the Data Protection Act of Saarland (SaarIDSG).

The collection, processing, and use of your data take place on a voluntary basis.

Furthermore, you can revoke your consent at any time with the result that the application can *not* be processed.

Please send any notice of cancellation to:

Beauftragten des Studierendenparlaments; Campus Gebäude A 5.2 66123 Saarbrücken; E-Mail: [erstattung@asta.uni-saarland.de](mailto:erstattung@asta.uni-saarland.de)

In the event of cancellation, your data will be deleted upon receipt of your notice.

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

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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 15.11.2019.**

#### **Leave of absence**

I will be taking a leave of absence during the winter term 2019/2020 (§ 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 15.11.2019.**

**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 2019/2020 (§ 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 15.11.2019.**

**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 15.11.2019.**

**Early exmatriculation (during ongoing semester)**

On \_\_. \_\_. 2019/2020 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 19.92 per month. AStA only refunds a minimum of at least two months (EUR 39.80).

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

**Belated enrolment/ enrolment renewal**

I have not enrolled or renewed my enrolment before \_\_. \_\_. 2019/2020 (§ 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 19.92 per month for the months of the semester which have already passed. The AStA only refunds at least two months (EUR 39.80).

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 winter term 2019/2020 is EUR 119,50.** AStA holds in **EUR 01,50** of the original Semesterticket fee (EUR 121,00) 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 16.03.2019



**StuPa**  
STUDIERENDEN-  
PARLAMENT DER  
UNIVERSITÄT DES  
SAARLANDES

First Name/Surname:
Address:
Post code/Zip:

**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 19,92 per month.  
(Maximum refund: EUR 119,50)
  - 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 2019**.  
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 AStA der Universität des Saarlandes, Abhofach 5, 66123 Saarbrücken.

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

Saarbrücken, \_\_\_\_\_