

Application for Reimbursement of Semester Ticket Fee

for the SuSe WiSe 20_____

When possible, please fill out on PC. Thank you!



To the
Semester ticket office
of the General Student Committee
for the Jade Hochschule
Ofener Straße 16/19
26121 Oldenburg

Applicant:

Mr Ms

Last Name, First Name

Telephone

Address + House number

Matriculation Number

Zip + Residence City

Degree Program

Email

Study Location

Account Holder (if different from Applicant)

IBAN

BIC (not applicable if IBAN starts with DE)

Reason for Application (appropriate documentation must be submitted - see page 2):

- | | | |
|--|-----------------------------------|--|
| <input type="checkbox"/> Internship Semester | <input type="checkbox"/> Hardship | <input type="checkbox"/> De-registration |
| <input type="checkbox"/> Semester Abroad | | |
| <input type="checkbox"/> Study-related Local Absence | | |
| <input type="checkbox"/> Severe Disability | | |
| <input type="checkbox"/> Dual Enrollment | | |

To be filled out by the enrollment office in case of de-registration	
Date of de-registration:	CampusCard withheld:
signature/stamp:	

Application Deadline:
15.04. for SuSe; 20.10. for WiSe

Application Deadline:
until end of application semester

Application Deadline:
from 02.04. for SuSe; from 21.10. for WiSe until one month before the end of the semester

City, Date

Signature of the Applicant

To Be Filled out by Administration!					
Complete	Approved/Denied	Amount (in Euro)	Processed by	Factually Correct	Calculated Correctly
Doc Number:		Bank Transfer: (entered)	Financial officer or executive board:		

**For the processing or approval of applications, in accordance with the
Regulations for the Reimbursement of the Semester Ticket Fee,
the following documentation is to be submitted:**



Internship Semester

- Application form
- CampusCard
- Certificate of participation in the internship semester

Semester Abroad

- Application form
- CampusCard
- Certificate of participation in the semester abroad

Study-related Local Absence

- Application form
- CampusCard
- Evidence that the student will be staying outside the geographical area covered by the semester ticket for more than 120 consecutive calendar days during the semester in which the application is submitted. (e.g. Contract for the writing of a bachelor's/master's thesis, contract for a voluntary internship/work placement, or similar)

Severe Disability

- Application form
- CampusCard
- Copy of the official card for severely disabled people
- Copy of valid ticket

Dual Enrollment

- Application form
- CampusCard
- Certificate of Enrollment
- Evidence that the student has paid a semester ticket fee at the home university in Lower Saxony or Bremen. (The home university is the university at which the student first enrolled. Evidence of the assignment as home university must also be provided (usually the certificate of enrollment of the other university))

Hardship

Note: The semester ticket remains valid even if the application is approved and can still be used!

- Application form
- Certificate of Enrollment
- Evidence of a hardship

A case for **hardship** exists

- if state social benefits are paid for the parents' own children who are cared for in their own household (e.g. housing benefit, benefits to secure subsistence; these do not include: child benefit, advance maintenance payment).
- in the case of parents who do not receive support under the Federal Training Assistance Act (BAföG) and who care for their children in their own household.
- for the care of severely disabled children in their own household.
- in the case of care for dependents in need of special assistance in the joint household for at least three months.
- in the case of maternity protection for female students who do not or cannot use the semester ticket during the semester in which the calculated date of childbirth falls.
- illness or rehabilitation measures that last longer than three months and do not allow the use of the semester ticket for the period.

Appropriate evidence such as BAföG notification, registration certificate, housing allowance notification, meaningful medical certificate and similar must be submitted with the application.

De-registration

- Application form
- Exmatriculation certificate or confirmation of submission of CampusCard (see application form)

Certificate of participation in a mandatory internship semester

for the application for refund of the semester ticket fee

It is hereby confirmed that

Ms/Mr _____

Enrollment number _____

For the period from _____ until _____

For the Course of Study _____

has completed an internship semester in accordance with the applicable examination regulations.

City, Date

Stamp and Signature

Department or Enrollment and Examination Office for degree programs in WHV
Enrollment and Examination Office for degree programs in ELS

Certificate of participation in a mandatory semester abroad

for the application for refund of the semester ticket fee

It is hereby confirmed that

Ms/Mr _____

Enrollment number _____

For the period from _____ until _____

For the Course of Study _____

has completed a semester abroad.

City, Date

Stamp and Signature

International Office for the Jade Hochschule or
the department's representative for studies abroad