

Application for exemption to contribute to the Semesterticket and for the refund of charges to the Semesterticket

This application was developed on the basis of §2 of the semester ticket statute. State: July 2021

Semester of application:	<input type="radio"/> winter term <input type="radio"/> summer term	20	Enrollment number:	
			CampusCard-Nr.:	

Personal details

Last name*	First name*
c/o	Street*, house number.*
	Post code*, city*
Telephone number*	E-Mail*
Date of birth*	Course of studies

Mandatory fields are marked with *

Bankaccount

IBAN*	BIC*
Name of a ccount holder (If other than your name)	

Mandatory fields are marked with *

Reason of application after § 2, No. 2 and 3 of the Semesterticket statute

Information about documents needed in addition on page 2

<input type="radio"/> I can't use public transport due to chronic illness or disability.	(1)
<input type="radio"/> In the semester of application, I will be taking a leave of absence.	(2)
<input type="radio"/> In the semester of application, I will be outside the Semester ticket validity area for at least three months to continue my studies . The reason is the following:	(3)
<input type="radio"/> I am enrolled in a supplementary or additional Masterprogram at the FU.	(4)
<input type="radio"/> I am enrolled for part-time or doctorate studies (PHD).	(5)
<input type="radio"/> Multiple enrollment: I am enrolled at another university within the area of validity of the semester ticket and use the ticket of the other university.	(6)
<input type="radio"/> Late enrolment: I have been enrolled more than one month after the semester started. Date of enrolment:	(7)
<input type="radio"/> Other:	(8)

Hereby, according to the ordinance of Semester ticket pursuant §18a IV BerlHG, I apply for exemption from obligation to contribute to the Semester ticket and for the payback of charged for the Semester ticket. I assure that I have filled in this document and added the additional documents truthfully.

I know that if my ticket gets devaluated I will not have permission to use public transport due to the VBB -Semester ticketcontract.

Date	Signature
To be filled by Semesterticketbüro staff only:	
CampusCard was available since:	Abbreviation:
CampusCard invalidated on:	Abbreviation:
Arrival timestamp:	

Needed documents for each reason

Health	(1)
<ul style="list-style-type: none">• Original CampusCard OR CampusCard-Number, if CampusCard is not validated• Doctor's note or copy of disabled ID card incl. valid token.	
Leave of absence	(2)
<ul style="list-style-type: none">• Original CampusCard OR CampusCard-Number, if CampusCard is not validated• FU Berlin certificate of study with the note "beurlaubt/leave of absence" <p><i>Note: If you are taking a leave of absence, you can ask for the reduction of the fee before re-registration at the administration office.</i></p>	
Studies outside validity area of ticket	(3)
<ul style="list-style-type: none">• Original CampusCard OR CampusCard-Number, if CampusCard is not validated• FU Berlin certificate of study• Proof of studies outside the validity area with starting and ending date, e.g. document from university or ERASMUS-office, copy of contract for internship etc.	
Supplementary or additional postgraduate course	(4)
<ul style="list-style-type: none">• Original CampusCard OR CampusCard-Number, if CampusCard is not validated• FU Berlin certificate of study	
Part-time or doctorate studies	(5)
<ul style="list-style-type: none">• Original CampusCard OR CampusCard-Number, if CampusCard is not validated• FU Berlin certificate of study with the note „Promotion" or "Teilzeit/part-time" <p><i>Note: If you are enrolled in part-time or doctorate studies, you can ask for the reduction of the fee before re-registration.</i></p>	
Enrolment at another university within ticket validity area	(6)
<ul style="list-style-type: none">• Original CampusCard OR CampusCard-Number, if CampusCard is not validated• FU Berlin certificate of study• Copy of the ticket of the other university in the VBB area, or for the TU Berlin: Proof of payment of the semester ticket fee at the TU Berlin	
Late enrolment	(7)
<ul style="list-style-type: none">• FU Berlin certificate of study with date of enrollment	
Other	(8)
<ul style="list-style-type: none">• Original CampusCard OR CampusCard-Number, if CampusCard is not validated• E.g. copy of company ticket <p><i>Note: Because the ticket is based on a solidarity model, it only works if everyone pays for the ticket. There are few exemptions – the ones listed above. Preferring to use other means of transportation does not qualify as valid reasons defined by our contract with the VBB</i></p>	

Notes on application

The signed application is to be sent to the semesterticket office via e-mail (PDF) or via mail. Concerning deadlines the postmark is decisive.

We can only arrange a refund if we devaluated the ticket on the CampusCard. For that we need the original Campus-Card in our office! The amount for past and partially past months cannot be paid back. In this case the sum will be paid backpartially.

You can send us your application by mail or e-mail (PDF!), bring it personally or drop it in the mailbox. The original CampusCard must be submitted to us when the semester ticket is validated. If the CampusCard is not validated, the CampusCard number is sufficient. It is printed on backside of the CampusCard

Contact

For further information the semesterticket office is at your service. Current opening hours can be found on our website.

Postal address: Semesterticketbüro des AStA FU Berlin
Thielallee 36
14195 Berlin

Tel.: 030 83909140 (only while our opening hours!)

E-Mail: semixbuero@astafu.de

Website: www.astafu.de/semesterticket