

THE SEMESTERTICKET-REFUNDS WILL BE DONE IN JANUARY 2024

Please note the information on page 2.

**REQUEST FOR REFUND OF THE SEMESTER TICKET
for the semester ticket fee in the winter semester 2023/24**

To be completed by the applicant in block letters.

Surname:	<input type="text"/>	First Name:	<input type="text"/>
Street, Hausenumber:	<input type="text"/>	ZIP Code:	<input type="text"/>
City:	<input type="text"/>	Phone:	<input type="text"/>
Email:	<input type="text"/>		
IBAN:	<input type="text"/>		
BIC:	<input type="text"/>	Bank:	<input type="text"/>

Reason for refund: (please check and follow the instructions on page 2)

- Right to travel free of charge according to the „Schwerbehindertengesetz“/token (attach semester ticket and a proof)
- Official leave of absence from the University of Rostock (attach certificate of study with the notation „beurlaubt“)
- Exmatrikulation (attach semester ticket and a copy of the de-registration)
- Internship, student research project, stay abroad or doctorate out-of-town for longer than 3 related months of the semester (attach semester ticket and certificate of the external instance or, in case of an external doctorate, include a certificate of the supervisor)

With my signature I confirm, that I have read the information on page 2.

City/Date	Signature

Please note: Both sides of the semester ticket must be submitted in original. Furthermore you must attach a copy of the relevant documents mentioned above. Otherwise the application can **not** be processed.

<p>filled in by AStA:</p> <p>Anlagen: Original vorhanden: <input type="checkbox"/> (Semesterticket) Kopie: <input type="checkbox"/> (Schwerbehindertenausweis + Wertmarke, Auslandssemester-, Exmatrikulations- oder Praktikumsbescheinigung, Sonstiges)</p>	<p>Eingang (Datum und laufende Nummer)</p> <hr/> <p>sachlich und rechnerisch richtig: _____ angeordnet: _____</p> <p>Rostock, den _____ Rostock, den _____</p>
<p>Bei Unvollständigkeit:</p> <p>1 Benachrichtigung: <input type="checkbox"/></p> <p>2 Benachrichtigung: <input type="checkbox"/></p>	<p>Bewilligter Betrag: _____ €</p>

Beantwortet am/ durch:	Buchungsnummer/-datum:
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Refund Information

General Notes:

The semester ticket was introduced in the winter semester 1996/97 after several years of planning, lengthy negotiations with the RVG (Rostock Verkehrsgemeinschaft, now Verkehrsverbund Warnow -VVG) and coordination among the students of the University of Rostock - in which more than two-thirds spoke out in favor of the semester ticket . The costs from the current contract amount to 130€ per student per semester. The ticket covers the entire VVG network. It is based on the principle of solidarity, which means that every student pays this amount, regardless of whether they want to use the semester ticket or not. Thus, every fellow student finances the extremely favorable conditions under which the majority of students can use public transport in Rostock. In exceptional cases, however, a reimbursement is granted by the VVG. The processing takes place in the student council according to contractually stipulated specifications and the social order of the student body for the reimbursement criteria listed below.

Criteria for Refund:

- 1 Students with Disabilities:** Due to the "Schwerbehindertengesetz" (severely handicapped law), they are automatically entitled to free public transport if they have a token. The relevant evidence (ID and token) must be attached to the semester ticket refund application.
- 2 Official Leave of Absence:** The leave of absence from your studies is noted on the study certificates. A copy of it submitted with the application will automatically lead to refund. The certificate of study and the semester ticket must be submitted together.
- 3 Exmatriculation by November 30th. :** Please enclose a copy of the exmatriculation certificate from the student secretariat.
- 4 Study-Related Stay Outside of Rostock:**
 - 4.1 Stay Abroad:** Students who spend a semester abroad (at least 3 consecutive months within the semester), you will get your semester ticket back with the appropriate proof (student certificate / ERASMUS certificate from the exchange university).
 - 4.2 External PhD:** Doctoral candidates who conduct research outside of Rostock as part of their doctorate can have their semester ticket fee refunded with appropriate proof from the doctoral supervisor. It is important that the stay is longer than 3 consecutive months within the semester. This should also be comprehensible from the certificate.
 - 4.3 Study-related internship:** In the case of study-related internships, a certificate must be issued by the internship position stating that the internship is longer than 3 consecutive months within the semester. Submitting an employment contract is not sufficient!

Important!

A place of residence outside of Rostock, enrollment at another university / university of applied sciences or a job that is not relevant to the course of study are not reasons for refund!

The application for refund including all supporting documents must be submitted to the AStA by November 30th at the latest!

Each application must be submitted with the original semester ticket. Every official document relating to the reason for reimbursement must be submitted in copy. Applications that are only received after the beginning of the semester will only be partially reimbursed: **130€ by September 30th, 108,33€ by October 31st and 86,67€ by November 30th.**

The semester ticket will only be validated, when the supporting documents are complete. In order to meet deadlines, the ticket can also be validated on request, but a claim for refund will only exist if the evidence is received within the deadline. Applications submitted later or those that are complete later can **not** be refunded.