


AStA Universität Lüneburg - -Attn. Maja Tomser Universitätsallee 1 21335 Lüneburg	Application for refund of the semester ticket fee	
Please send the completed form to: semtix@asta-lueneburg.de	Basis: hardship regulation September 2016 with the 6. adaptation	Entry:

Personal information:

PLEASE FILL IN IN BLOCK LETTERS

Surname, First name*	
Birth date*	
Street, Nr.*	
ZIP, City*	
Matriculation number*	
Major*	
Telephone Nr.*	
Email Address*	

all * marked boxes are obligatory

Surname, First name*	
IBAN*	
BIC	
Name of Bank*	

all * marked boxes are obligatory

Semester ticket fee refund for: (Please check the box and add the year)

- ☐ Winter semester: ____
☐ Summer semester: ____

Reason of hardship: (please check)

Application is possible in the summer semester until May 31 or in the winter semester until November 30:

- ☐ Severe disability with mark
- ☐ Absence from the coverage area of the Germany-wide semester ticket for a minimum of 120 days
- ☐ Dual enrolment

Application is possible in the summer semester until September 30 or in the winter semester until March 31:

- ☐ Severe disability
- ☐ Care of a relative
- ☐ Care of children with severe disability
- ☐ Financial reasons
- ☐ Health-related reasons
- ☐ Maternity protection

Application is possible up to two months after the end of the semester (in the summer semester until November 31 or in the winter semester until May 31):

- ☐ Visa Reasons

Documents to submit: (Please check if part of the application)

Severe disability with mark:

- ☐ Certificate of enrolment
- ☐ A copy of the front and back of the disability card
- ☐ If the semester ticket exists as a chip card, it must be sent in for deactivation (either with the application or immediately after approval of the application)

Absence for 120 days:

- ☐ Certificate of enrolment
- ☐ Confirmation from the doctoral supervisor or supervisor of the bachelor's/master's thesis about a stay of at least 120 days outside the area of validity of the Germany-wide semester ticket
- ☐ If the semester ticket is used in the form of a chip card, it must be sent in for deactivation (either with the application or immediately after approval of the application)

Dual enrolment:

- ☐ Both enrolment certificates from Leuphana University Lüneburg and the other university
- ☐ Copy of the semester ticket from the other university and the semester ticket from our university
- ☐ If the semester ticket is used in the form of a chip card, it must be sent in for deactivation (either with the application or immediately after approval of the application)

Severe disability:

- ☐ Certificate of enrolment
- ☐ A copy of the front and back of the disability card

Care of a relative:

- ☐ Certificate of enrolment
- ☐ Certificate (max. 1.5 years old) from the care/health insurance company about care activities of a relative
- ☐ If last names differ, a current registration certificate is required

Care of children with severe disability:

- ☐ Certificate of enrolment
- ☐ A copy of the front and back of the child's disability card
- ☐ If last names differ, a current registration certificate is required

Financial reasons:

- ☐ Certificate of enrolment
- ☐ Current bank account statement for the last three months before the application
- ☐ Parents/Spouse affirmation (extra form)
- ☐ Copy of rental agreement (if own flat/shared living)
- ☐ Copy of financial informations (BAföG, KFW, scholarship, housing benefit etc)
- ☐ Overview over income and expenses

Extra for students with children:

- ☐ Birth certificates of the children
- ☐ Short written declaration with a list of the additional financial burdens

Health-related reasons:

- ☐ Certificate of enrolment
- ☐ Medical certificate covering a period of at least 3 months

Maternity protection:

- ☐ Certificate of enrolment
- ☐ Copy of the maternity passport showing the page with the expected due date

Visa Reasons:

- ☐ Certificate of enrolment
- ☐ Certificate of the application and current status of the visa from the Foreign Office
- ☐ If the semester ticket is used in the form of a chip card, it must be sent in for deactivation (either with the application or immediately after approval of the application)

Please note: Only complete applications can be processed and considered! The application must always be sent by e-mail to the e-mail address listed above.

Please note that in cases of hardship reasons such as “Severe disability with mark”, “Absence for 120 days”, “Dual Enrolment,” and “Visa Reasons,” the digital semester ticket or chip card will be permanently deactivated.

Data protection: I agree that the AStA spokespersons and their vicarious agents may, in accordance with the provisions of the of the Hardship Regulations for the purpose of processing my application, store and process the necessary data that I have voluntarily provided. The legal basis for this is my consent expressly granted with this application pursuant to Art. 6 para. 1 lit a.) GDPR, possibly in conjunction with Art. 9. para. 2. lit. a.) GDPR. Further information on my data protection rights and on data protection in the AStA can be found on the AStA website, in the general notice board or will be handed out to me upon request.

I guarantee, that my allegations are complete and correct. Wrong and uncomplete allegations lead to denial or if necessary reclaim. I am aware that the attached information, documents and the application will be stored.

Place, Date

Signature