

AStA Universität Lüneburg  
- Attn. Theresa Glawe /  
Ineke Post  
-Universitätsallee 1  
21335 Lüneburg

## Application for refund of the semester ticket fee



Entry:

Basis:  
hardship regulation September 2016  
with the 3. adaptation

### Personal information:

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

**Semesterticket fee refund for** (please check):     WS    / \_\_\_     SoSe \_\_\_\_\_  
Application in WS until 30.11. or in SoSe until 31.05. possible

### Reason of hardship:

(please check)

- severe disability
- severe disability with mark
- care relative
- care of children with severe disability
- financial reasons
- parents

- o health reasons\*2
- o maternity leave\*2
- o absence from area of application of the SemesterTicket due to the corona pandemic
- o absence from area of application of the SemesterTicket for at least 120 days

\*2 Application until 30.09. or 31.03. possible

### **Documents to submit:**

**(Please check if part of the application)**

- Severe disability:
- o confirmation of enrollment
  - o copy face and reverse of the severely handicapped pass
- Severe disability with mark:
- o confirmation of enrollment
  - o copy face and reverse of the severely handicapped pass
- Care relative:
- o confirmation of enrollment
  - o confirmation (issued max 1,5 years ago) of nursing/health insurance of carework of a relative
- Care of children With severe disability:
- o confirmation of enrollment
  - o copy face and reverse of the severely handicapped pass of the disabled child
- Financial Reasons:
- o confirmation of enrollment
  - o topical statement of bank account of the last three month pre application
  - o parents affirmation (extra formular)
  - o copy of rental agreement (if own flat/shared living)
  - o copy of financial informations (BAföG, KFW, scholarship, housing benefit etc)
  - o overview over income and expenses
- Extra for students with children:
- o birth certificate of children
  - o short written statement with enumeration of the financial surplus loads
- Health Reasons:
- o confirmation of enrollment
  - o medical certificate over a minimum time of 3 month
- Maternity Leave:
- o confirmation of enrollment
  - o copy of mother certificate
- Absence due To Corona:
- o confirmation of enrollment
  - o an enumeration of the enrolled classes e.g. myStudy time table in list display (must take place entirely online)
  - o confirmation of housing enrollment placed outside from area of application of the SemesterTicket (issued after 01.03.2021)
  - o SemesterTicket must be sent in for devalidation (either with the

application or immediately after the application has been approved)

Absence for  
120 days:

- o confirmation of enrollment
- o 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 semester ticket.
- o SemesterTicket must be sent in for validation (either with the application or immediately after the application has been approved)

**Careful: Only complete applications can be edited and considered! If possible please send the application via post to the address mentioned above.**

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 informations, documents and the application will be stored.

\_\_\_\_\_  
Place, Date

\_\_\_\_\_  
Signature