

# Application for exemption from obligation to contribute to the semester ticket at the BHT Berlin (Antrag auf Befreiung)

Application received  
at the Semesterticketbüro:

In accordance with the statutes of the  
§ 18a Abs. 4 BerIHG of the student body of the BHT Berlin  
(Semesterticket Satzung), I hereby apply the exemption from  
the obligation to contribute to the semester ticket for the  
adjacent marked semester.

**Semester**  
(please mark with a cross):

- Summer Semester \_\_
- Winter Semester \_\_

## PLEASE HAND IN/SEND THE ORIGINAL APPLICATION

### PERSONAL DETAILS:

Surname		First name	
Department I II III IV V VI VII VIII		Enrollment number	
German address, WEN, c/o, (A written notice will be served. Please write an email with the new address when moving.)			
Country (if not Germany)	Postal code	City	
Telephone number		Email address ( <b>obligatory!</b> ) <b>@bht-berlin.de</b>	
<b>BANK DETAILS:</b>			
IBAN		BIC	
Name of Bank		Account holder*in, if not applicant (first name, last name)	

### REASON OF APPLICATION (tick as appropriate):

- I am severely disabled and am entitled to free public transport. <sup>1</sup>
- I would also like to be exempted from the semester ticket for the entire duration of my studies.
- I cannot use public transport due to a disability or for health reasons (enclose a medical certificate from a specialist doctor).<sup>2</sup>
- I am a student in a supplementary, additional or postgraduate course or I study part-time, I am in a course of further education or I am a doctoral student.<sup>3</sup>
- I am taking a semester off.<sup>4</sup>
- I was exmatriculated.<sup>5</sup>
- I have a company ticket.<sup>6</sup>
- Belated enrollment: I have been enrolled more than one month after the semester has started. (Please submit a copy of your certificate of matriculation.)
- I am a student at another university in Berlin-Brandenburg and have ceded my membership rights to the BHT Berlin.<sup>9</sup>
- Due to the nature of my studies, I will spend atleast three consecutive months outside the area of validity of the semester ticket during the semester for which I have applied. (Summer Semester: 01.04. - 30.09. Winter Semester: 01.10. - 31.03.) This is because of the following reason:<sup>8</sup>
- Internship    Study abroad    Final Thesis

### ATTACHED CERTIFICATES OR DOCUMENTS (IN COPY) (please mark with a cross):

- disabled person pass with token (Schwerbehindertenausweis mit Wertmarke)
- current medical certificate without diagnosis (Aktuelles fachärztliches Attest ohne Diagnose)
- Approval of the vacation semester by the study administration of the BHT Berlin (Genehmigung des Urlaubssemesters von der Studienverwaltung der BHT Berlin)
- Certificate of de-registration from the BHT Berlin (Exmatrikulationsbescheinigung der BHT Berlin)
- Confirmation of delayed enrolment (e.g. letter of admission from BHT Berlin) (Bestätigung der verspäteten Immatrikulation)
- Certificate from the employer that the company ticket was issued or company ticket (Firmenticket)
- Certificate of withdrawal of membership rights of the BHT Berlin

## Proof of study-related stay outside the semester ticket validity area.

Nachweise über den Aufenthalt außerhalb des Geltungsbereiches des Semestertickets

### **Internship:** Bei einem Praktikumssemester:

At least one (1) proof of the following is mandatory!

- Internship contract with details of duration and location (including signatures of all contracting parties)
- Certificate from the internship officer or supervisor stating the duration and location with signature and BHT Berlin stamp „BHT Berlin-Praktikumsblatt“ with BHT Berlin stamp and **signature** of your university advisor of the internship
- BHT Berlin internship sheet with BHT Berlin stamp and signature of the BHT Berlin internship supervisor

### **Study abroad:**

At least one (1) proof of the following is mandatory!

- Certificate of enrolment at the foreign university (Immatrikulationsbescheinigung der ausländischen Hochschule)
- Confirmation of the foreign office / „Akademischen Auslandsamts“ (AAA) of the BHT Berlin about the semester abroad
- Scholarship certificate or foreign BAföG certificate (Stipendienbescheid oder Auslands-BAföG-Bescheid)

### **Final thesis:**

At least one (1) proof of the following is mandatory!

- Contract on the completion of the thesis in a company / institution, stating the duration and location (including the signatures of all contracting parties) (if you are doing your thesis with a company)
- Certificate from the supervisor confirming the writing of the thesis with BHT Berlin stamp and signature and indication of the processing time and place of deployment.
- Certificate of admission to the final thesis with BHT Berlin stamp and signature and indication of the processing time as well as the registration certificate for the production outside the area of validity of the semester ticket

### **Other certificates /documents**

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- I would like the Campus Card to be returned to the above address at my own risk after the processing of my application. (if deviating, please include a separate address)

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I assure that the information I have provided and the attachments I have made are true and complete to the best of my knowledge and belief. I agree that my data will be stored electronically for processing and will neither be passed on to third parties nor used for any other purpose than the verification of exemption entitlement and, if applicable, payment. The semester ticket Office will forward the payment data to the Administration Office for repayment. I know that in case of an exemption I do not have the right to travel according to the conditions of the contract about the VBB-Semester-Ticket.

**I am aware that I have to hand in my semester ticket at the Semester Ticket Office to receive a refund. Each month that has begun reduces the amount of the refund. I can no longer use the semester ticket as a travel authorization for the semester I applied for. I am responsible for handing in the semester ticket in time.**

I have taken note of the information in the information (page 3 - 5).

Place, Date	Signature
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Please note: Without a date and signature, the application **cannot** be processed.

**PLEASE SEPERATE AND KEEP**

## Notes on filling out the form "Exemption from the Semester Ticket"

### Reference

- No. 1: Severely disabled persons who are entitled to free transport in accordance with Chapter 13 of Book IX of the Sozialgesetzbuches (SGB IX). An Exemption is also possible for the duration of studies.
- No. 2: The medical certificate must state that public transport cannot be used, it does not have to contain a diagnosis.
- No. 3: Students of these courses of study can have their semester ticket refunded. If it is not mentioned on the student ID, the confirmation of the university is sufficient as proof.
- No. 4: Leave of absence must have been applied for and approved by the study administration. A copy of the approval must be enclosed with the application (can also be submitted later).
- No. 5: Copy of the ex-matriculation certificate (can be submitted later).
- No. 6: Students who are in possession of a company ticket with a validity of at least 3 months in the semester applied for.
- No. 7: You will get a refund for those months in which you could not use the ticket for the whole month. Only valid starting 1 month after the start of the semester. The letter of admission or a confirmation from the university administration serves as proof. If a lawsuit has been filed, the statement of claim can also be used as evidence.
- No. 8: the stay must be study-related.
- No. 9: It is possible to be enrolled at different universities. At the university where the rights of membership have been waived (certificate from the university), an exemption from the semester ticket can be granted.

Please note that the full semester fee of the BHT Berlin must be transferred first. Only then can you apply for exemption. You have to submit your semester ticket and the application in original and corresponding proofs as copies. Depending on when the application with the semester ticket arrives at our office, the amount of the refund varies (see table below)(Standing: February 2020) .

<b>Handing in the semester ticket Summer Semester _____</b>	<b>Before 1.4.</b>	<b>before 1.5.</b>	<b>before 1.6.</b>	<b>before 1.7.</b>	<b>before 1.8.</b>	<b>before 1.9.</b>
<b>Refund amount</b>	<b>193,80 €</b>	<b>161,50 €</b>	<b>129,20 €</b>	<b>96,90 €</b>	<b>64,40 €</b>	<b>32,30 €</b>
<b>Handing in the semester ticket Winter Semester _____</b>	<b>before 1.10.</b>	<b>before 1.11.</b>	<b>before 1.12.</b>	<b>before 1.1.</b>	<b>before 1.2.</b>	<b>before 1.3.</b>
<b>Refund amount</b>	<b>193,80 €</b>	<b>161,50 €</b>	<b>129,20 €</b>	<b>96,90 €</b>	<b>64,40 €</b>	<b>32,30 €</b>

A notification will be issued after processing, so please inform us immediately of any changes to your address. Your data on the form sheet will be treated strictly confidential. Personal data will not be passed on to outsiders. The university administration will transfer the refund after our processing, therefore data necessary for the transfer will be passed on. The application will be processed according to the Semesterticket Statutes: These statutes can be viewed or downloaded at any time at the Internet address below. It is also available for inspection in the General Students' Committee (AStA) and in the Semesterticket Office. Therefore, no liability is assumed for incorrect information in this information sheet.

If the applicant is proven to have falsified submitted documents or evidence or to have given false information, the student will be reported to the student union for fraud. Should the applicant be convicted, this may result in de-registration from the BHT Berlin.

Should you have any further questions, you can reach us at any time by email or during office hours by phone or in person. More information on <http://www.asta-bht.de/ticket/>

Please address complaints and praise about the employees of the Semesterticketbüro to the AStA of BHT Berlin. By request we will act discreetly. Contact information is on our website at <https://asta.studis-bht.de/>.

**Please send the original application to:**

Berliner Hochschule für Technik Berlin (BHT Berlin)  
Semesterticketbüro,  
Luxemburger Str. 10  
13353 Berlin

or hand it in at the semester ticket office: Haus Gauss Room B126

or drop it off at the post office in the building "D Bauwesen"

Consultation hours: see Internet or at the office door

**Opening hours:** see online or next to our office door

**Telephone:** 030-4504-5040

**Web:** <http://www.asta-bht.de/ticket/>

**Email:** [semesterticket@studis-bht.de](mailto:semesterticket@studis-bht.de)

## **NOTES ON THE APPLICATION PROCEDURE**

All information must be given in legible writing (e.g. block letters), please give us a telephone number and your e-mail address for faster contact. Please submit only the first two application forms.

Your data on the form sheet will be kept strictly confidential. Personal data will not be passed on to third parties. We need the extensive information in order to process your application quickly - this is also in your interest. If there are any changes in your data, such as address, contact etc., please inform us immediately.

The contents of this information sheet do not constitute an exhaustive list. However, the information sheet has been prepared based on the experience gained so far at the Semesterticket Office. Decisions on applications are not based on the information in this information sheet, but on the regulations in the semester ticket statutes of the student body of the BHT Berlin. These statutes can be viewed or downloaded at any time at the Internet address listed below. It is also available for inspection at the General Students' Committee (ASTA) and at the Semester Ticket Office. No liability is therefore assumed for incorrect information in this information sheet.

### **Administrative procedure**

The semester ticket office will decide on your application for exemption as soon as you have provided all the necessary proof. You have to send the complete original Semesterticket to the Semesterticket Office, hand it in personally or have it handed in by a trustworthy third party. Your application can only be processed after we have received your ticket! If you present the semester ticket after the beginning of the semester, we can only refund the semester ticket amount proportionally.

**If your application is rejected**, you can appeal against the decision. You will find the relevant information on the rejection notice of the Semesterticket Office. If the decision becomes legally binding or you do not wish to appeal, you can travel with the travel authorization (=semester ticket) in the Berlin ABC fare zone.

### **General information on the proofs**

As a general rule, all documents (certificates, contracts, etc.) submitted as evidence must be credible for the persons responsible at the Semesterticket Office. As a rule, this means that they must contain the letterhead and signature of the issuing office / exhibitor as well as the stamp of the issuing office. All documents submitted must be valid, complete and legible. If the documents submitted as evidence are not credible for the staff at the Semesterticket Office, the Semesterticket Office may require the originals or other documents to be presented.

If the applicant can be shown to have falsified submitted documents or documents or to have stated false facts, the student will be reported to the Student Body for fraud. Should the applicant be convicted, this may result in de-registration from the BHT Berlin.

### **Proofs**

The above mentioned notes do not constitute an exhaustive list of proofs. The Semesterticket Office may at any time require the applicant\* to provide further proof. Depending on the reason for application, the applicant must also submit the above mentioned evidence. Unless otherwise stated, these paragraphs refer to the Semesterticket Statutes of the student body of the BHT Berlin.