

Subsidy application for the semester ticket at the BHT Berlin

Application received
by the Semesterticket-Office:

In accordance with the statutes I hereby apply for § 18a Abs. 5 BerlHG of the student body of the BHT Berlin (Social Fund Satzung) a subsidy for the semester ticket from the Social Fund for the semester mentioned on the right.

Semester

Summer Semester 2023

PLEASE HAND IN/SEND THE ORIGINAL APPLICATION

Submission dead line with all proofs by 03.04.2023 (00:00)

First semester students have until 14.04.2023 or 4 weeks after their admission at the latest.
Fill out the application form carefully in **block letters!**

PERSONAL DETAILS: (A WRITTEN NOTICE WILL BE SERVED. IF YOU MOVE, PLEASE WRITE US AN EMAIL WITH THE NEW ADDRESS !)

| | |
|---------------------------------|---|
| Surname | First name |
| Date of Birth | Matrikelnummer / Enrollment number |
| Fachsemester / Current semester | E-Mail (obligatory!) @bht-berlin.de |
| German address, WEN, c/o | Postal Code and City |
| Country (if not Germany) | Telephone number |
| BANK DETAILS | |
| IBAN | BIC |
| Name of Bank | Account holder*in, if not applicant (first name, last name) |

REASON FOR APPLICATION (PLEASE TICK AS APPROPRIATE):

I hereby invoke the following special hardship(s) in accordance with § 2 (3) of the Social Fund Statutes:

- Completion of the final thesis, more than three months before the re-registration date¹⁾
- an unpaid or low-paid internship of at least 30 hours a week for a period of at least three months²⁾
- Students with restricted work permits (eingeschränkte Arbeitserlaubnis) ³⁾
- Own benefits or a child who receives current benefits to cover his or her living expenses according to SGB II or SGB XII
- Pregnancy⁴⁾
- a certified disability or chronic illness
- the care of relatives in need of care
- Special costs for medical or psychological care or cost-intensive nutrition⁵⁾
- Living with the following children and responsible for their care and upbringing **or** liable to pay alimony
(if you have more children please use a separate page):

| | |
|---------------------------------|---------------|
| Surame, First Name of the child | Date of Birth |
| Surame, First Name of the child | Date of Birth |

Single parent (please enclose proof)

or in individual cases other comparable hardships (please enclose explanations separately)⁶⁾

Financial needs (Article 2(4) of the Social Fund Statutes):

- I do not live with my parents and pay for my flat/room per month (incl. electricity, gas) ⁷⁾: €
- I live with my parents **or** I don't pay rent
- I have my own health insurance and pay monthly ⁸⁾: €
- I do not pay health insurance or I am family insured
- I have an additional ticket because I live outside the ABC tariff zone (attach a copy) €
- I have a child support obligation and for this I pay monthly:⁹⁾ €

Income (Article 2(5) of the Social Fund Satzung):

I received/receive following payments during the calculation period (within the last 3 months):

| Type of financial benefit | Amount of the payment in € |
|--|----------------------------|
| <input type="checkbox"/> BAföG/Stipendien ¹⁰⁾ | |
| <input type="checkbox"/> Wohngeld (Housing allowance according to the WoGG) ¹¹⁾ | |
| <input type="checkbox"/> Wage / Salary | |
| <input type="checkbox"/> Unemployment benefit | |
| <input type="checkbox"/> Kindergeld (Child benefit received by applicants from the state) | |
| <input type="checkbox"/> Elterngeld (Parental benefits received for applicants own children) | |
| <input type="checkbox"/> Alimony/Support | |
| <input type="checkbox"/> other: | |

The income must always be proven by statements of all bank accounts/deposits/credit cards etc. Further information may be helpful for the application, as it gives a better picture of the financial situation for the processors at the Semesterticket Office. According to §2 paragraph 5 of the Social Fund Statutes, **all** net income in money and monetary value is counted as income.

Income includes, in general, **all** income received **during the calculation period**, for example::

- Cash Deposits
- received transfers (for example for borrowed money)
- Salary / wages
- other grants / financial support from others

Attached documents / evidence - as copies - also in case of repeated application ¹²⁾:

Mandatory for all applicants:

(Please tick only if applicable)

| | |
|--|--|
| <input type="checkbox"/> valid ID (front and back) | <input type="checkbox"/> Kindergeldbescheid/Child benefit notification for me (not for my children) |
| <input type="checkbox"/> Only if not evident from the submitted bank statements: Payment of the re-registration fees for the semester applied for. | <input type="checkbox"/> Wohngeld (Housing allowance) notices for at least the last three months before the re-registration date |
| <input type="checkbox"/> unedited bank statements ^{a)} the last 3 months before the date of application (All savings/accounts + deposits + credit cards) | <input type="checkbox"/> Vehicle registration document (own vehicle). The current mileage is: _____ km |
| <input type="checkbox"/> Sublease / rental agreement (Please ONLY include the pages with: name, rental amount, signatures) | <input type="checkbox"/> Administrative notifications (for example: from the job centre, district office etc.) |
| <input type="checkbox"/> Copy of the semester ticket for the semester applied for (can be submitted later) | <input type="checkbox"/> Others: Detailed information can be given on page 3 |

^{a)} The purpose of expenses can be made unrecognisable (except for rent including utilities and insurance). In case of justified suspicion, the decoding is necessary.

!! No more than one week may be between the last statement of account and the application !!

I have attached copies of the following documents: ¹³⁾**When writing a final thesis:***at least 1 proof of the following is mandatory!*

- Admission of the BHT Berlin for the final thesis with BHT stamp and indication of the time required to complete the thesis as well as a letter about the extension of the time needed to complete the thesis
- Attestation from the supervising person on the completion of the thesis with BHT stamp and indication of the time required for completion

Internship:

- Internship contract with information about duration and location

+ at least 1 proof of the following is mandatory!

- A confirmation of the person in charge of the internship with information about duration and place of employment with signature and BHT stamp
- BHT internship sheet with BHT stamp and signature of the person in charge of the internship

Restricted work permit:

- Aufenthaltsgenehmigung - residency permit (valid for at least 3 months in the semester applied for)

Costs for medical or psychological care:

- Current medical certificate of an appropriate specialist without diagnosis
- written explanation of the necessity of the treatment(s) or measure(s) and copies of invoices with a description of the service provided
- Statement(s) from the health insurance company that the costs will not be covered and, if applicable, why
- Proof of payment of costs by the applicant

Pregnancy:

- Mutterschaftspass/Maternity pass **or** doctor's certificate indicating the week of pregnancy

Upbringing of children:

- Birth certificate(s) of the child/children

If applicable:

- proof of sole parental responsibility
- Child benefit statement(s) for the child/children (only if it is not visible in the bank statements)
- Social benefit decision for the child/children
- Statement of the alimony obligation or administrative decision of the alimony advance

Cost-intensive nutrition (medically necessary diet):

- medical certificate from an appropriate (specialist) /medical practitioner **or** official medical certificate
- written explanation of the need for the treatment(s) or measure(s)
- Statement(s) from the health insurance company that and why the costs are not covered
- Proof of payment of costs by the applicant

Other evidence and attachments

I certify that the information contained in this form (pages 1 to 3) and the attachments is true to the best of my knowledge and belief. I agree to the storage of my data and the further processing of my data by electronic means in compliance with the regulations of the Data Protection Act.

Should I be exmatriculated within the subsidized semester or lose my student status at the BHT Berlin, I must inform the Semester Ticket Office immediately and repay the subsidy proportionately for the months not yet begun.

I have taken note of the information in the attachment (pages 4-6).

| | |
|-------------|--------------------------|
| Place, Date | Signature ¹⁴⁾ |
|-------------|--------------------------|

Important information for filling out the form "subsidy application for the semester ticket"

Notes:

- Nr. 1: The final thesis is the bachelor or master thesis.
- Nr. 2: The internship must have begun at least three months before the end of the re-registration or enrollment period for the next semester. An internship is considered to be low-paid if the internship pay falls short of the requirements according to § 2 paragraph 3 of the Social Fund Statutes of the student body of the BHT Berlin.
- Nr. 3: The status of your work permit is noted in your residence permit, in your passport or in the electronic residence permit on the supplementary sheet
- Nr. 4: Pregnancy from 12 weeks of pregnancy, certified by a maternity certificate or specialist doctor's certificate
- Nr. 5: In principle, this only includes necessary medical or psychological care. Or in accordance with § 30 SGB XII sick, recovering and handicapped people or people suffering from an illness or handicap, who need a costly diet.
- Nr. 6: This includes special events or life situations that prevent you from earning money to live like other students or make it considerably more difficult for you, which do not already fall under the listed reasons for application.
- Nr. 7: We need this information to determine your needs according to the Social Fund Statutes of the student body. .
- Nr. 8: Enter the monthly amount you have to pay for your health insurance here.
- Nr. 9: This may in particular concern children who do not live in your household and for whom you alone are responsible for child support. Further explanations must be attached to the application separately and in detail.
- Nr. 10: Benefits under the Bundesausbildungsförderungsgesetz (BAföG) also include scholarships, please enter the monthly amount and/or, if applicable, non-cash benefits.
- Nr. 11: If you have applied for housing allowance (Wohngeld) but have not yet been granted, please simply note this down in the box.
- Nr. 12: Please tick the appropriate boxes. All proofs already ticked must always be provided. In addition, you have to provide all the evidence listed for your reason for application
- Nr. 13: Please tick the enclosed supporting documents for your reason for application. The evidence listed there must be provided by you - if available! If you are unsure about the form or extent of the evidence, please contact us.
- Nr. 14: With your signature you agree with the above statements. **Applications that are not properly signed are not valid and will not be processed.**

Please note that the full re-registration fee for the semester applied for must first be paid to the BHT Berlin. Only after successful processing of your payment and application will we refund the semester ticket fee.

If you still have questions, you can reach us by email or during office hours by phone or in person.

The applications will all be accepted until 03.04.2023 00:00. Unfounded acceptance from 04.04.23 is not possible. Processing will start from 01.04.2023, as it must first be checked whether all documents are complete. Applicants must have independently submitted their documents by 01.05.2023. Incompleteness will lead to rejection of the application!

Send the original application to:

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

or hand it in at the Semesterticketbüro: Haus Gauß (Raum B126)
or at the mailroom: Haus Bauwesen

Office hours: please check on our website or next to the office door

Telephone: 030 - 450 450 40

Web: <https://asta.studis-bht.de/semesterticket/>

E-Mail: semesterticket@studis-bht.de

-----Please Detach-----

INFO SHEET - SUBSIDY

Important information for applicants for semester ticket subsidies at the BHT Berlin

The contents of this information sheet do not constitute an exhaustive compilation. However, it has been compiled on the basis of the experience of the Semesterticket Office to date. Decisions on applications are not based on the information in this information sheet, but on the regulations of the Social Fund Statutes of the student body of the BHT Berlin.

General information on the proofs

As a general rule, all documents submitted as proof (certificates, contracts, etc.) must be credible for the persons responsible at the Semesterticket Office.

All documents submitted must be valid, complete and legible. If the documents submitted as evidence are not credible for the persons processing them at the Semester Ticket Office, they may require the originals or other documents to be presented.

If the applicant is proven to have falsified submitted documents or documents or to have stated untrue facts, the student body will generally report the person concerned for fraud. Should the applicant be convicted of fraud, this may result in exmatriculation from the BHT Berlin.

General required proofs for all applicants

The following notes do not constitute an exhaustive list. The Semesterticket Office may at any time request further proof/documents.

| Copy of proof (if available) | Explanations |
|---|--|
| Identity card (ID) | <ul style="list-style-type: none"> ➤ valid identity card (front and back) / passport ➤ with 3 months validity in the requested semester |
| Payment of re-registration fee | <ul style="list-style-type: none"> ➤ Account statement/semester ticket for the semester applied for |
| Statements of all accounts, credit cards and deposits of the applicant <u>at least the last 3 months</u> No more than one week may be between the last statement of account and the application | <ul style="list-style-type: none"> ➤ in the case of expenses, the purpose may be made unrecognisable (except for rent incl. ancillary costs and insurance). In case of justified suspicion, the information must be provided. ➤ <u>Account statement number and sheet numbers must be chronological and complete</u> ➤ The last account balance must be recognizable on the statement |
| Rental contract or sub-rental contract | <ul style="list-style-type: none"> ➤ Rental contract or sub-rental contract (Not in full, but must include: name, rental amount, signatures) ➤ if the payments are not apparent from the bank statements, submit separate supporting documents ➤ if there are any additional agreements (e.g. subtenants), these must also be submitted: Subtenancy agreement plus a copy of the identity card of the person renting ➤ for shared flats: all additional agreements made by or between the flatmates with information on the division of rent |
| Child benefit notice for the applicant | <ul style="list-style-type: none"> ➤ A copy of the child benefit statement, if not evident from the account statement |
| BAföG approval of the applicant | <ul style="list-style-type: none"> ➤ only if BAföG has been applied for and approved |
| Notification or certificate of a Scholarship for the applicant | <ul style="list-style-type: none"> ➤ only if a scholarship has been applied for and granted |
| Social benefit notice for the applicant | <ul style="list-style-type: none"> ➤ only if social benefits or housing allowance has been applied for and approved for the applicant (make sure it is complete!) |

Handling / Calculation

At least the last three months are taken into account. In principle, **three things must be fulfilled** for the application to be approved:

1. one of the special hardships mentioned in § 2 (3) of the Social Fund Statutes must be demonstrably fulfilled
2. The applicant's income, calculated in accordance with § 2 (5) of the Statutes of the Social Fund, must be less than the need calculated for the applicant in accordance with § 2 (4) of the Statutes of the Social Fund
3. The applicant may not have **excessive financial assets** (debts are taken into account)

→ 2. individual total need = income - need

The relevant income limit is the difference between the income taken into account and the calculated need. The income must be below this need in order for a subsidy to be granted.

Only the income that the student earns for himself/herself is taken into account. This means that the income of children of the applicant is not taken into account. **Nevertheless, all monies or assets received by the applicant must be declared.**

→ 3. Assets / Debts

The applicant **must not have excessive financial assets**. The assets include, for example, cash or finances in accounts/deposits, vehicles (cars or motorcycles), real estate, shares. At the moment there is a minimum limit of 4.100 €. Assets that exceed this limit must be used to purchase the semester ticket. For vehicles, the current value is determined and credited as assets.

Debts can be taken into account - for this purpose a corresponding proof of regular instalment payments must be provided. In addition, the corresponding invoice(s) must be submitted so that the Semester Ticket Office can see that no luxury goods were financed by it.

Example calculation

Applicant, single parent, 1 child (age 5), 650 € monthly income, Rent 600 €

| | |
|---------------------------------------|------------------|
| Basic monthly needs (fixed) | 475 € |
| Housing costs: Applicant (Rent) | max. 354 € |
| Housing costs: Child (Rent) | max. 246 € |
| Health insurance e.g. | 77,90 € |
| Additional budget aid (1 child) | 285 € |
| Additional funding for single parents | 171 € |
| Total need: | 1608,90 € |

Income: 650 €
Total need: 1.608,90 €
Since the total needs are higher than the income, the grant is awarded.

Applicant, no child, 830 € monthly income, Rent 290 €

| | |
|---------------------------------|-----------------|
| Basic monthly need (fixed) | 475 € |
| Housing costs: Applicant (Rent) | 290 € |
| Health insurance e.g. | 77,90 € |
| Total need: | 842,90 € |

Income: 830 €
Total need: 842,90 €
Since the total needs are higher than the income, the grant is awarded. From an income of 843 €, the application will be rejected.

For a non-binding calculation of your individual requirement you can come by our office. We'll be glad to help you.