



Allgemeiner
Studierendenausschuss
der HWR Berlin

...zusammen mehr bewegen!

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Application for a social fund subsidy for a semester ticket

**ATTENTION: All the necessary documents should be submitted according to recommendations!
Applying in due time is important! Applications can be cancelled any time!**

In accordance with § 18a 5 BerlHG (social fund regulations), I hereby apply for
a subsidy for the semester ticket payment.

Date stamp:

↓ Deadline for submission of **this** application ↓

ATTENTION! Belated submission of this application is grounds for its decline!

| | | | |
|---------------------|----------------------------|------------|-------------------------------------|
| Requested semester: | <input type="radio"/> WiSe | 20 __ / __ | Deadline: July 31 st |
| | <input type="radio"/> SoSe | 20 __ | Deadline: February 28 th |

| | | | |
|----|---|-----------------------------|---|
| 1 | Study program: | Department: | 1. Semester?: <input type="radio"/> Yes <input type="radio"/> No |
| 2 | Surname: (<input type="radio"/> w/ <input type="radio"/> m) | First name: | Matriculation number: |
| 3 | Phone number: | Email: | |
| 4 | Address: | Postal code, city: | |
| 5 | Bank account | | |
| 6 | Account holder: | IBAN: | |
| 7 | BIC: | Financial institution: | |
| ! | All the grey boxes must be filled out correctly. Provided information must be readable and written in block letters. Otherwise the processing of the application by the semester ticket office is impossible! | | |
| 8 | In accordance with § 2 par. 2 of social fund regulations the following can be applied to me: Tick the appropriate variant. At least one reason must be chosen! | | |
| 9 | <input type="checkbox"/> Nr.1 Bachelor/Master thesis: I have applied for Bachelor/Master thesis, namely on (dd, mm, yy) | | |
| 10 | <input type="checkbox"/> Nr. 2 low-paid/unpaid practice: I am doing an unpaid or low-paid internship (up to 400 Euro), required by my study program, namely from ___ / until ___ | | |
| 11 | <input type="checkbox"/> Nr. 3 limited work permit: I am a foreigner and my work permit is limited to 120 days per year | | |
| 12 | <input type="checkbox"/> Nr. 4 medical costs: During the last 3 months I have had necessary costs for medical and psychological services that are not covered by my health insurance, in the amount of | | € |
| | I belong to a group of persons mentioned in § 30 par. 2 and 3 SGB: | | |
| 13 | <input type="checkbox"/> Nr. 5a: I am pregnant (12 weeks of pregnancy or more) | | |
| 14 | <input type="checkbox"/> Nr. 5b/c: I am a single mother/father, and responsible for the upbringing of the following children: | | |
| | | First child's date of birth | Second child's date of birth |
| | | Third child's date of birth | Fourth child's date of birth |
| | | | |

| | | | |
|----|--------------------------|--|------------------------|
| 15 | <input type="checkbox"/> | Nr. 6: other difficulties: | |
| 16 | | In accordance with § 2 par. 3 of social fund regulations I have the following financial needs (choose the appropriate variant and fill it out!) | |
| 17 | <input type="checkbox"/> | I do not live with my parents and pay monthly rent | <input type="text"/> € |
| 18 | <input type="checkbox"/> | I pay no rent | |
| 19 | <input type="checkbox"/> | I bear financial responsibility for the following persons | |
| | | Person 1 | Reason |
| | | Person 2 | Reason |
| | | Person 3 | Reason |
| | | Person 4 | Reason |
| 20 | <input type="checkbox"/> | Out of the persons mentioned above, the amount of people living in my household (number of persons): | <input type="text"/> |
| 21 | <input type="checkbox"/> | I have health insurance and pay a monthly fee in the amount of | <input type="text"/> € |

| | | | |
|----|--------------------------|--|------------------------|
| 22 | | I receive the following earnings in accordance with § 2 par. 4 of social fund regulations | |
| 23 | <input type="checkbox"/> | I have monthly income in the total amount of (all inflow of money and monetary worth): | <input type="text"/> € |
| 24 | <input type="checkbox"/> | During the last 3 months prior to the end of semester fee payment and matriculation's deadline I received additional income of (all inflow of money and monetary worth): | <input type="text"/> € |
| | | Amount of income, time period | <input type="text"/> € |
| | | Amount of income, time period | <input type="text"/> € |
| | | Amount of income, time period | <input type="text"/> € |
| 25 | <input type="checkbox"/> | At the moment I do not receive any financial support according to the Federal Education and Trainings Assistance Act (BaföG) | |
| 26 | <input type="checkbox"/> | At the moment I do not receive any financial support according to the Housing subsidies law (Wohngeldgesetz) | |

| | | |
|----|--------------------------|---|
| 27 | <input type="checkbox"/> | I confirm that I do not possess income as stated in § 90 par. 1 and par. 2 Nr. 1 to 9 SGB XII at my disposal. I confirm that all the information in this application is true, complete and provided to the best of my knowledge. I also confirm that I do not have any additional sources of income apart from those mentioned above. I agree upon saving and processing provided data for the purpose of the application process in adherence with data security regulations. |
| 28 | | |

| | | | |
|-----------|---|------|-----------|
| 29 | | Date | Signature |
| 30 | I am aware that independently of this application I have an obligation to pay semester fees to the school as a requirement for matriculation and re-registration for a higher semester. | | |
| 31 | | Date | Signature |

Comments and recommendations for filling out the application

General recommendations:

Students are eligible to apply for a social fund subsidy for a semester ticket payment in cases where they are able to provide evidence that the semester ticket fee is hindering their financial situation considerably, their monthly income does not exceed the amount in accordance with § 2 par. 3 of the social fund regulations and they do not possess property as stated in § 90 par. 1 and par. 2 Nr. 1 to 9 SGB XII.

Applications must be submitted to the general student committee of BSEL (AStA der HWR), Badensche Str. 50-51, 10825 Berlin. All the necessary documents (also if handing in missing documents) should be submitted in a closed non-transparent envelope. This helps us avoid the loss of documents and data.

Additional references, FAQs and further information concerning the applications' examination and reasons for semester ticket cancellation (Befreiungsgründen), as well as the list of all the necessary documents, applicants may find at: <https://asta.hwr-berlin.de/cmswp/semesterticket>. The general student committee of BSEL (AStA der HWR) is also ready to give consultations: HWR – Building B, room 121; personal consultation at the semester ticket office during office hours or by phone at: 030 / 30877-1551 or via Email: semtix@asta.hwr-berlin.de.

Students applying for the social fund subsidy for the semester ticket payment must provide all the information necessary for the clarification of their situation and submit confirmation of the information provided. This information is required in the application form based on regulations of §18a 5 BerlHG (social fund regulations) and is important for the final decision on applications. In cases where the applicant does not cooperate, the request can be declined.

Deadline for applications:

Applications should be submitted as early as possible, starting from the beginning of the previous semester, since the processing applications might be time-consuming.

Students who re-register for the higher semester must submit their documents by the end of the re-registration deadline for the upcoming semester. Students who get enrolled at BSEL must submit their applications by the end of the matriculation deadline.

Belated submission of applications is a reason for declining!

Re-registration deadline for summer semesters: February 28th

Re-registration deadline for winter semesters: July 31st

Belated transfer of the semester fee and the semester ticket payment, as well as missing documents or confirmation, does not change the application deadlines.

Line 1-7: All the applicants must fill out all the grey boxes of this application with current information. The contact information is provided in order to contact an applicant quickly; it also gives the semester ticket office necessary directions about where the official notification should be sent and to which bank account should the payment be transferred.

Line 8: The current social fund regulations are the basis of every general student committee's decision concerning applications for subsidies. These legal regulations are to be found in the general student committee's office as well as its homepage available for download.

Applications lacking reasons for subsidies are generally declined. The severity is a necessary but not sufficient requirement for a subsidy. Minimum one reason for a subsidy has to be provided and proved!



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- Line 9: Applicable when Bachelor-/Master-thesis is registered minimum 3 months prior to the end of the re-registration period for a higher semester or matriculation period.
- Line 10: Applicable if a student has completed a low-paid internship required by the study program of minimum 30 hours/week during minimum 3 out of the last 6 months prior to the end of the re-registration period or matriculation period.
- Line 11: Applicable for foreign students who have a limited work permit.
- Line 12: Considered only when the amount of expenditures during the last 3 months prior to the end of the re-registration period is higher than 250 €.
- Line 13: To be proved by submitting a copy of a motherhood certificate.
- Line 14: Applicable for single parent students who a) live together with one child under 7 years old or with 2 or 3 children younger than 16 years old and are the only person responsible for their fostering and upbringing or b) live together with 4 or more children and are responsible for their fostering and upbringing.
The provided information must be proved by submitting a copy of the birth certificate(s).
- Line 15: In individual cases, other comparable hardships are to be listed here. These can be exceptional events or living situations which hinder the applicant or considerably impede the applicant in achieving the income appropriate for his/her subsistence (listed under Nr.1 to 5 of § 2 par. 2 in the regulations based on §18a 5 BerLHG (social fund regulations) of the student committee of BSEL). The severity must be proven and comparable, concerning the type and extent to other impediments listed under § 2 Nr.1 to 5 according to the social fund regulations.
Exceptional financial difficulties such as low income, debts etc. are not considered to be financial hardships.
- Line 16: The need for a subsidy will be confirmed only when the proof of financial hardship is submitted or if the applicant's financial situation is considered difficult by the general student committee of BSEL (Line 18).
Separate items of expenditures will only be approved if the applicant keeps track of payments and can prove that his/her income has declined due to these expenses.
- Line 17: A copy of a rent contract must be submitted as proof.
- Line 19: Applicable if the applicant is obligated by law to pay child support. This can include persons the applicant is responsible for, or children who live in the household of the applicant and for whom he/she alone is obligated to pay child support
- Line 20: The number of persons mentioned in Line 19 that live in the household of the applicant.
- Line 21: The corresponding health insurance confirmation/contract has to be submitted.
- Line 22: The amount of income is only considered in the case of financial hardship or a difficult financial situation approved of by the general student committee of BSEL (Line 18).
- Line 23: Any earnings in currency or monetary worth that the applicant receives are considered as income. Financial assistance from public funds (maternity pay, child-raising allowance, child's money, etc.) is also included in this category. Submitted documents must give a clear picture of what means the applicant is living on.
- Line 24: Earnings and benefits that the applicant gets additionally to regular monthly income within the time stated are meant here.
- Line 25: Notification of approval or declination by the office of the Federal Law on Support in Education has to be submitted.
- Line 26: Notification of approval or declination by the housing office must be submitted.
- Line 27: Small amounts of cash or monetary worth, in the terms of § 90 par. 1 and par. 2 Nr. 1 to 9 of the social security code XII according to the regulation of implementation of § 90 Par. 1 and Par. 2 Nr.1 to 9 of SGB XII (social security code), are not seen as capital up to the amount of 2,600,-€.

Line 28: Submission of misleading information - for instance, falsified certificates will result in the rejection of the application. The approval procedure will be terminated and the semester ticket payment will be withheld or will be considered due for payment.

The application procedure is carried out under the supervision of data security officers from BSEL. Submitted personal data remains private and confidential and cannot be forwarded to third parties (see Infoblatt). If no new application for semester ticket cancellation is submitted for the upcoming semester, the previous application containing personal data will be eliminated.

Line 29/31 In signing this application, the applicant confirms that the submitted information is correct as well as that he/she agrees upon the saving and processing of the provided data for the purpose of the application process. Applications without the applicants' personal signatures are generally rejected.

Line 30: The semester ticket payment must be transferred to the school together with the re-registration fee or registration fee, by the predetermined deadline and is a requirement for matriculation/ re-registration. This re-registration procedure is carried out independently from the submission of this application and will not be affected by it.