

Application for the cancellation of the semester ticket

Attention:		THE APPLICATION MUST BE SUBMITTED ON TIME!	
		All other necessary documents must be submitted immediately upon reception!	
		The application can be cancelled at any time!	
In accordance with § 18a 4 BerlHG (semester ticket regulations), I hereby apply for the cancellation of the obligatory semester ticket payment.			
			Date stamp:
↓ Deadline for submission of <i>this</i> application ↓			
ATTENTION! Late application submissions will be declined!			
Requested semester:	<input type="radio"/> WiSe	20 __ / __	Deadline: July 31st
	<input type="radio"/> SoSe	20 __	Deadline: January 31st
!!! Please cross the suitable option with an X !!! Please fill out in block letters!!!			
In the case of a one-year long absence from BSEL, cross the semester too!			
Important: All the required documents must be submitted for each requested semester!			
1	Study program:	Department:	1st semester?: <input type="checkbox"/> Yes <input type="checkbox"/> No
2	Surname: (<input type="checkbox"/> f/ <input type="checkbox"/> m)	First name:	Matriculation number:
3	Phone number:	Email:	
4	Address:	Postal code, city:	
5	Bank account		
6	Account holder:	Account number (IBAN):	
7	BIC:	Financial Institution:	
8	Reasons for semester ticket cancellation in accordance with § 2 of semester ticket regulations (please, cross the suitable option!):		
9	<input type="checkbox"/>	Nr. 1 Disability/ illness: ↳ proof: a copy of the disability card verified by a stamp; contact information of the medical specialist	
	<input type="checkbox"/>	! For the following study-related reason in accordance with the semester ticket cancellation (§ 2 par. 1 (2)) I stay outside of the tariff zone Berlin ABC for 1 semester (minimum 3 months):	
10	<input type="checkbox"/>	Nr. 2 Compulsory internship: ↳ proof: Internship contract with the stamp of the BSEL Internship Office (Praxis Büro der HWR), the signature of a responsible representative of a firm/employer and your signature	
11	<input type="checkbox"/>	Nr. 2 Bachelor/Master thesis: ↳ proof: Application form for Bachelor/Master thesis and its confirmation by BSEL	
12	<input type="checkbox"/>	Nr. 2 Exchange semester: ↳ proof: a certificate of acceptance from the partner school, verified by a stamp and signature of the issuing semester ticket office (application form available at www.asta/hwr.de as well as in the applications stand on the first floor)	
13	<input type="checkbox"/>	Nr. 3 Part time studies or dual study program ↳ proof: valid student ID or the confirmation of enrolment at the BSEL	
14	<input type="checkbox"/>	Nr. 4 Holiday semester: ↳ proof: Permission for the holiday semester issued by BSEL	
15	<input type="checkbox"/>	Nr. 5 Ticket of your company ↳ proof: copy of the ticket	
16	<input type="checkbox"/>	Exmatriculation ↳ proof: confirmation of exmatriculation issued by BSEL	
Notes/comments:			

!	The application must be signed. Your signature proves that you have read the information provided on page 2 and accepted it!	!
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Comments and instructions

Please, send your application to BSEL Student Committee (AStA der HWR), B 1.21, Badensche Str. 50-51, 10825 Berlin.

Additional references, FAQs, information concerning the process of semester ticket cancellation, reasons for its cancellation or all the necessary documents can be found in our office. For further information contact the BSEL Student Committee telephone at 030 30877-1555 or the Semester Ticket Office in Schöneberg, House B (Room B 1.25) during their office hours at 030 30877-1551 or via Email: semtix@asta.hwr-berlin.de.

Deadline:

"Students must submit the application for semester ticket cancellation at least 2 months prior to the beginning of the study semester (newly enrolled students must submit the application within the first three months of studies). Late applications are only permitted, if the student is not responsible for the cause of the delay.

Late applications will be rejected!

Deadline for summer semester: January 31st
Deadline for winter semester: July 31st

Delayed semester payments and semester ticket fees, as well as any missing documents do not extend the deadline. Students applying for a holiday semester can send the application after the beginning of the semester.

- Line 1-7:** All the grey boxes of this application must be completed with current information. The contact address should be provided to ensure quick contact as well as enable the semester ticket office to send their responses to the correct address and transfer the semester ticket fee back to the correct account.
- Line 8:** The current semester ticket regulation is the legal basis of every decision made by AStA on requests for cancellations. To access this document you can contact the Student Committee's office or find the version for download on the AStA – website.
- Line 9-16:** See the instructions in the appropriate line. Confirmation documents must be stated according to the mentioned requirements.
- Line 17:** Submission of misleading information, for instance, falsified certificates, results 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 procedure of application 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 18/19:** In signing this application you confirm that all the provided information is true and that you accept that your personal data will be saved and later processed during the application procedure.
Any application without a signature or a date of issue will NOT be accepted.

16	I confirm that the information I have provided in this application is true and complete. I agree that the submitted information will be saved and later processed during the application procedure in accordance with existing data security regulations.	
17	Date	Signature
!	I am aware that by receiving the exemption from the semester ticket, I automatically cancel the conditions of the contract concerning the VBB-Semester Ticket. I am also aware that the total semester ticket payment (less administration fee) can only be refunded if the original student ID incl. the valid semester ticket and the original payment confirmation are submitted to the AStA office before the beginning of the semester.	
18	Date	Signature



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