



Without the semester ticket application and the payment confirmation the semester ticket fee is non-refundable!

Application of the cancellation of the semester ticket

ATTENTION: THE APPLICATION MUST BE SUBMITTED ON TIME! All other necessary documents must be submitted 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.

↓ *Deadline for submissions of **this** application* ↓

ATTENTION! Late application submissions will be declined!

Requested semester:	WiSe <input type="checkbox"/>	20 /	Deadline: July 31 st
	SoSe <input type="checkbox"/>	20	Deadline: January 31 st

Date stamp

!

!!! Please cross the suitable option with an "X" !!! Please fill out in block letters!
In the case of a one-year stay, please note this when submitting the application and do not forget:
Evidence must be provided for each semester applied for!

1	Study program:	Department:	1 st Semester? <input type="checkbox"/> Yes / <input type="checkbox"/> No
2	First name:	Last name: (<input type="checkbox"/> m / <input type="checkbox"/> f / <input type="checkbox"/> d)	Matriculation number:
3	Phone:	Email:	
4	Address:	Postal code, city:	
Bank account			
5	Account holder:	IBAN:	
6	BIC:	Financial institution:	
Purpose of application under §2 of current semester ticket regulations (see AStA homepage) – please tick as appropriate!			
7	<input type="checkbox"/>	1 – Disability/illness ↳ proof: Specialist medical certificate with stamp and contact information of the specialist, if necessary, disability card	
For an exemption according to § 2 para. 1 no.: 2, I am staying outside the tariff area Berlin ABC for 1 semester (at least 3 months) due to my studies:			
8	<input type="checkbox"/>	2 – Semester broad ↳ proof: Certificate of SemTix office with stamp and signature of the respective partner university	
9	<input type="checkbox"/>	3 – Compulsory internship outside of Berlin ↳ proof: Mandatory internship contract with HWR Berlin practice off. stamp, comp. and intern signatures and possibly study plan (Dep.2)	
10	<input type="checkbox"/>	4 – Final thesis outside of Berlin ↳ proof: Registration and confirmation of the HWR Berlin for the final thesis and proof of study-related absence	
11	<input type="checkbox"/>	5 – Part-time studies ↳ proof: Study or matriculation certificate of the HWR Berlin	

12	<input type="checkbox"/>	6 – Employed in the public service ↳ proof: Employment contract or certificate of appointment	
13	<input type="checkbox"/>	7 – Gap term ↳ proof: Approval of the gap semester by the HWR Berlin	
14	<input type="checkbox"/>	8 – Company ticket ↳ proof: Copy of the company ticket indicating your name	
15	<input type="checkbox"/>	9 - Exmatriculation ↳ proof: Exmatriculation certificate of the HWR Berlin & if necessary revocation of the admission	
Notes / Comments			
!	The application must be signed with acknowledgement of the instructions below.		!
Comments and instructions			
<p>Applications should be sent to the AStA of the HWR Berlin, SemTix office, room B 1.25, Badensche Str. 50-51, 10825 Berlin.</p> <p>Additional information, FAQs and information on the procedure, the reasons for exemption and the documents to be submitted can be found in our office. For information, please contact the semester ticket office in Schöneberg in House B (Room 1.25) in person, during Semtix office hours at Tel.: 030 / 30877-2590 or via e-mail: semtix@asta-hwr.de.</p> <p>Application deadline: "The application for exemption must be received by the office processing the application (AStA) two months before the start of the semester for students who re-register and within three months for students who enrol. After that, an application with effect from the beginning of the semester is only permissible if the student is not responsible for the reasons."</p> <p style="text-align: center;">Late submission of an application is a reason for refusal!</p> <p>End of the re-registration period for the summer semester: 31st January End of the re-registration period for the winter semester: 31st July</p> <p>Late payment of the re-registration fees and the semester ticket fee, or missing re-registration documents or proof etc. do not have a suspensive effect on the application deadline. Students who apply for a semester off can, in deviation from the above deadlines, also apply for exemption from the semester ticket for the semester already in progress.</p> <p>Line 1-6: All applicants must fill in the grey fields with the most current information. The contact address is for quick accessibility and instructs the semester ticket office where to send the notice and to which account the amount is to be transferred back.</p> <p>Line 7- 15 See notes in the corresponding line. Evidence must be provided in the specified form.</p> <p>Line 16 False information or falsified documents can also lead to the application being rejected retrospectively. The approval procedure is reversed and the semester ticket fee is withheld or becomes due again with the rejection. The application processing procedure is supervised by the data protection officer of the HWR Berlin. Personal data will be treated strictly confidentially and will not be passed on to third parties (see also information sheet). The applications and the documents supporting the application are kept for 6 years.</p> <p>Line 18/19 With your signature, you confirm that the information you have provided is true and agree to the storage of your data for the purpose of processing your application. Unsigned applications or applications without a date will not be processed.</p>			
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	City, Date	Signature	
18	I am aware that in the event of an exemption I will not be entitled to travel under the terms of the contract for a VBB semester ticket. I am also aware that the full semester ticket fee minus the administrative fee can only be refunded if the CampusCard is submitted to the AStA with the semester ticket endorsement and certificate of enrolment valid as travel authorisation before the start of the semester.		
19	City, Date	Signature	