



**Without proof of enrollment or payment receipt, no refund of the semesterticket fee can be issued!**

## 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.

Requested semester:

WiSe

20

/

SoSe

20

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<sup>st</sup> Semester?  Yes /  No

2

First name:

Last name:

( m /  f /  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

**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 consider myself, due to study related reasons, to be outside of the tariff area of the Deutschlandticket for 1 semester (at least 3 months):

8

**2 – Semester abroad**

↳ **proof:** Certificate of SemTix office with stamp and signature of the respective partner university

9

**3 – Compulsory internship outside of Germany**

↳ **proof:** Mandatory internship contract with HWR Berlin practice off. stamp, comp. and intern signatures and possibly study plan (Dep.2)

10

**4 – Final thesis outside of Germany**

↳ **proof:** Registration and confirmation of the HWR Berlin for the final thesis and proof of study-related absence

|   |  |  |          |
|---|--|--|----------|
| <b>11</b>   | <input type="checkbox"/>   | <b>5 – Gap term</b><br>↳ <b>proof:</b> Approval of the gap semester by the HWR Berlin  |          |
| <b>12</b>   | <input type="checkbox"/>   | <b>6 - Exmatriculation</b><br>↳ <b>proof:</b> Exmatriculation certificate of the HWR Berlin & if necessary revocation of the admission |          |
| <b>Notes / Comments</b>   |  |  |          |
| <b>!</b>  | <b>The application must be signed with acknowledgement of the instructions below.</b>  |  | <b>!</b> |
| <b>Comments and instructions</b>  |  |  |          |
| <p>Applications should be sent to the AstA of the HWR Berlin, SemTix office, room B 1.25, Badensche Str. 50-51, 10825 Berlin, and can be submitted via the following email address: <a href="mailto:semnix@asta-hwr.de">semnix@asta-hwr.de</a>.</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 Semnix office hours at Tel.: 030 / 30877-2590 or via e-mail: <a href="mailto:semnix@asta-hwr.de">semnix@asta-hwr.de</a>.</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 <b>true</b> and agree to the storage of your data for the purpose of processing your application. <b>Unsigned applications or applications without a date will not be processed.</b></p> |  |  |          |
| <b>16</b>   | <b>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.</b>   |  |          |
| <b>17</b>   | City, Date   | Signature  |          |
| <b>18</b>   | <b>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 Deutschlandticket. I am also aware that the full semester ticket fee minus the administrative fee can only be refunded if the <b>CampusCard</b> is submitted to the AstA with the semester ticket endorsement and <b>certificate of enrolment</b> valid as travel authorisation before the start of the semester.</b> |  |          |
| <b>19</b>   | City, Date   | Signature  |          |