

## **Instructions for Completing the Application for Reimbursement of the Semester Ticket Fee**

In the first gray field, please enter the semester in which the contribution was paid.

The postal address should be where we can currently reach you by mail.

The IBAN field is only complete if ALL fields have been filled (for German accounts). If you haven't filled it completely in, it means you have forgotten a number!

### **CAU Card:**

We need your CAU Card to process your application! Simply bring it with you when submitting your application to the AStA Infobür (Mensa 1).

If you want to send your complete application by mail, please enclose your CAU Card. We will send it back promptly.

### **Reasons for reimbursement:**

-In the case of "de-registration /cancellation of registration", please enclose a COPY of the respective certificate as well as the transfer document for the requested semester for reimbursement.

-If you state "leave of absence", please enclose a COPY of the study certificate with the note "on leave".

- In the case of "double study", please provide the corresponding proof of registration for the CAU and the other Kiel Universities.

-In the case of "free transport due to disability", please provide a COPY of the appropriate permit.

-In case of "disuse of public transport due to disability" please provide a COPY of the appropriate permit.

-In the case of "study section / dissertation outside Kiel", please provide a COPY of the (erasmus formula / internship contract / university confirmation etc.). We must be able to recognize that you are not studying in Kiel. This also applies to PhDs.

-In the case of "hardship clause", for example, low income, please provide a statement of income and expenses.

Please do not apply for a refund if the reason is you do not need the semester ticket or do not live in Kiel!

**Deadlines for submitting applications:**

Generally until the end of the first semester (April / October)!

**Exception:** In the case of deregistration, the application may be submitted by 31.03. or 30.09 so long as the deregistration is carried out no later than the first day of the semester month (April / October).