



ASTa Allgemeiner Studierendenausschuss
Christian-Albrechts-Universität zu Kiel

Request for a Refund of the Semester Ticket Fee

for:

WS 18/19 SS 19

Copyright: ASTa CAU Kiel

Last name: First name:

Address: Street + No.:

Postcode, City: Telephone:

E-Mail Address:

IBAN:

BIC:

Credit Institute:
(Name of Bank)

I am applying for a refund of...

- ...The semester fee in accordance with § 3
BEO(deregistration / cancellation of registration)
- ...The semester fee in accordance with § 4 BEO (**leave of absence**)
- ...The semester fee in accordance with § 5 BEO (**double major/study**)
- ... a partial sum of the semester ticket in accordance with § 6 Nr. 2 BEO (**free transport due to disability**)
- ... a partial sum of the semester ticket in accordance with § 6 Nr. 3 BEO (**non-use of public transit for obstruction**)
- ... a partial sum of the semester ticket in accordance with § 6 Nr. 4 BEO (**study Section/dissertation outside Kiel**)
- ... a partial sum of the semester ticket in accordance with § 7 BEO (**hardship clause**)

BEO =fee refund policy: In the BEO you will find important deadlines, what documents and papers are required etc. The BEO at www.semesterticket-kiel.de in PDF format next to this application form.

If you have questions or problems, please contact:
Tel.: 0431/880-2647
E-Mail: info@asta.uni-kiel.de
www.asta.uni-kiel.de

Our Addresses:

Mailing address:
ASTa der CAU Kiel
Postfach
24098 Kiel

oder

Visitor's address:
ASTa der CAU Kiel in
der Mensa I Westring
385
24118 Kiel

I've included an appropriate certificate for the above reason of (copy). Description of the request:

I add my CAU card to the application for application pursuant to § 4-7 of the BEO. This will be returned to the address provided above after my application has been successfully processed.

City, Date:

Signature: _____

ATTENTION: The return of the CAU Card due to de-registration is only possible with return postage. Send the application to our postal address together with the appropriate documents! Instructions for completing the application and the required documents are located on the back.

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!