

☐ Uni HH ☐ HAW ☐ TUHH ☐ Ev.HS ☐ HfbK ☐ HCU ☐ HfMT \_\_\_\_\_, on the \_\_\_\_\_

To

**Studierendenwerk Hamburg  
Abteilung Studienfinanzierung  
- Semesterticket-Härtefonds -  
Postfach 13 01 13  
20101 Hamburg**

I would like to apply for the refund of my contribution to the cost of a Semester Ticket.

For the **Winter Semester / Summer Semester** \_\_\_\_\_

☐ due to illness  
or ☐ due to absence  
or ☐ due to long/short distance  
or ☐ for reasons of hardship

and I provide the following information:

Mr ☐ Ms ☐

Family Name: \_\_\_\_\_ Given Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address during Semester: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Street/Postcode/City or Town

Tertiary Institution: \_\_\_\_\_ Student No.: \_\_\_\_\_

Course: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Address(es) for Study Location: \_\_\_\_\_  
(eg. Biology in Flottbek)

Bank Branch Number:

Bank Account Number:

\_\_\_\_\_  
Name of Banking Institution

\_\_\_\_\_  
(Name of account holder if different from above)

Reason for application: \_\_\_\_\_

\_\_\_\_\_  
(If more space is required, please attach a separate sheet to this application)

**Documentation must be provided to support reasons provided above.**

Please find attached the following documents: for illness: Doctors report or a copy of Disability Certificate, for absence: eg copy of Practical Placement contract, international study certificate/ documentation, for long/short distance: eg, Monthly Ticket, Rental Agreement or Certificate of Registration (Meldebescheinigung); for reasons of hardship: eg, statement of income, copy of Federal Training Assistance (BAföG).

**Refunds will only be made after submission of the certificate of enrollment/semester certificate**

**I have enclosed the certificate of enrollment/semester certificate**

**I will submit the certificate of enrollment/semester certificate immediately upon receipt.**

Please do not send us any original receipts, as documents will be destroyed once the reimbursement notice has become final. I have taken note of the information printed on the reverse. I confirm that the information I have provided is correct and complete. The information on data protection can be viewed at <https://www.stwhh.de/datenschutz> or obtained from the Studierendenwerk Hamburg.

\_\_\_\_\_  
Signature

For further information please contact us by phone (040 41902-156/108) or in person during our office hours: Monday 9.00am – 12.00pm, Tuesdays and Thursdays 9.00am -12.00pm and 2.00pm -5.00pm. Address: Grindelallee 9.

For return of your original documents, please tick yes ☐ and include a stamped self addressed envelope. Non-returned documents will be destroyed after processing.

## **Information on reimbursement of the contribution for the semester ticket from the hardship fund**

### **Application procedure**

If you are studying at one of the participating universities, you can apply for reimbursement of your share of the semester fee charged for the HVV semester ticket. The application must be submitted for each semester.

The application must be received by the Studierendenwerk Hamburg by March 31st of the year for the summer semester and by September 30th of the year for the winter semester; this means that the application must be submitted by these dates.

The deadline is a cut-off period. In justified exceptional cases (if the application deadline is missed through no fault of your own, e.g. due to late admission), the deadline may be exceeded.

You can send us the application scanned by e-mail (with signature) to meet the deadline.

Applications without a signature are inadmissible

Studierendenwerk Hamburg will decide on your application on behalf of the ASten, issue a decision and reimburse the contribution share if applicable. The hardship fund contribution will not be reimbursed. If your application is rejected, you can lodge an objection with the AStA of your university by contacting Studierendenwerk Hamburg. The AStA of your university will decide on appeals that are not upheld.

### **Reimbursement criteria**

Reimbursement is only possible if you cannot reasonably be expected to use HVV for health, local, spatial or social reasons.

#### **Health reasons**

You are unable to use public transport due to an illness lasting more than three months or a disability, or you are a recognized severely disabled person.

#### **Absence from home**

You are unable to use HVV because you will be outside the HVV area of validity for more than three months during the semester of application for study-related reasons (e.g. internship, writing a Bachelor's thesis or studying abroad).

#### **Spatial reasons**

For spatial reasons, you cannot use HVV under reasonable conditions. This is the case

- if you live outside the HVV area, travel to your place of study by Deutsche Bahn AG or comparable public transportation and do not use the HVV for an additional fee. In these cases, proof of travel costs in the amount of the semester ticket contribution must be provided (season tickets, Bahncard/single tickets) for the semester of application. Even in such cases, reimbursement can only be made after submission.

- if you live in the immediate vicinity of the educational institution and are a pedestrian or cyclist and cannot use the HVV. A distance of up to 2 km between your place of residence and the place of study is considered to be in the immediate vicinity.

- if you live within the HVV peripheral area and can prove that you regularly need more than 2 hours each way to travel from your home to the place of study using the HVV.

#### **Social reasons**

If you do not live close to your university, you will usually have to factor travel costs into your financial planning. The inexpensive semester ticket gives you an economic advantage because comparable tickets that you would have to buy without a semester ticket are more expensive. Reimbursement on the basis of your social situation should therefore be recognized in particular if you can credibly demonstrate that you have made your entire financial planning without travel costs because the journey to the university is made by bicycle or on foot.

A claim for reimbursement is to be recognized in these cases if you receive benefits in accordance with the Federal Training Assistance Act (BAföG), current assistance for living expenses in accordance with the 12th Book of the Social Code (SGB XII) or benefits to secure your livelihood in accordance with SGB II (unemployment benefit II) or if the financial resources available to you (income, assets, maintenance payments, etc.) after deduction of the costs described below are below the standard social assistance rate for single persons and heads of household in Hamburg:

- a. Housing costs (warm rent plus energy costs)
- b. Child allowances according to § 23 (1) sentence 1 no. 3 BAföG
- c. Health and nursing care insurance

In particularly justified cases of hardship, exceptions may be granted after consultation with the ASten.

**You must provide evidence in the form of appropriate receipts.**