

Das 53. Studentenparlament erlässt auf Grundlage von § 2 Abs. 4 der Finanzordnung der Student Body of the Justus Liebig University of Giessen the following

**Implementing Regulation
on the refund of semester ticket fees**

(in accordance with §2 Para. 4 of the Financial Regulations of the Student Body of Justus Liebig
University Giessen)

§ 1 Scope of application

This implementing regulation governs the reimbursement of the semester ticket fee.

§ 2 Application

- (1) The application for reimbursement of the semester ticket fee must be submitted to the AStA by the date specified by the AStA Office at the latest.
- (2) The following documents must be enclosed with the application:
 1. In the case of studies outside the Federal Republic of Germany, a certificate from the university at which the studies are being taken up. In the case of studies within the framework of an exchange programme, a certificate from the JLU programme officer is sufficient.
 2. In the case of an internship outside the area covered by the semester ticket, a certificate from the internship employer.
 3. The certificates must show a stay of at least three months outside the areas mentioned under points 1 and 2 within the semester for which reimbursement is requested.
 4. In the case of an application for reimbursement due to a severe disability, if there is an entitlement to transport according to SGB IX, a severely disabled person's ID card with the supplementary sheet to the severely disabled person's ID card and the associated token must be presented.
 5. for students who are doing their doctorate or have fulfilled the requirements for registering for the final examination, provided they have no attendance obligations at the university location and their place of residence and actual stay is outside the area of validity of the semester ticket, a certificate from the university (the examination office) confirming their graduate status and a certificate stating that the centre of life / primary residence is outside the semester ticket area.
 6. In the case of an application for reimbursement due to a semester of leave, the certificate from the higher education institution
 7. In the case of double enrolment at two universities that are within the semester ticket validity area of the University of Gießen, the study certificates of both universities for the semester for which the refund is requested (refunded only if the semester ticket of the University of Gießen is the cheaper one and both fees were actually paid). The AStA office can request the bank statements as proof!
 8. On presentation of the Landes-Hessen ticket valid for at least 3 months in the current semester for a Landesbediensteten job.
 9. In the case of an application due to hospitalisation for inpatient or outpatient treatment, a chronic illness or other health reasons that make it impossible to use public transport for a period of at least three months, a medical certificate stating the nature and duration of the impediment. The certificate can be submitted at any time during the current semester and in the following semester by the deadline announced by the AStA Office.
 10. The student ID for the semester applied for must be cancelled by the Registrar's Office beforehand and submitted to the AStA. Alternatively, a copy certified by a public authority must be submitted. This voids the entitlement to drive for the rest of the semester!
- (3) The AStA decides whether a certificate is sufficient. Application and certificates can be sent by email, chip card not! All deadlines are always binding and must be met, generally NO exceptions are made! Deadlines are binding!

§ 3 Incomplete applications

If, in exceptional cases, applications are submitted incompletely, the documents must be submitted by the deadline set by the AStA Office at the latest. If this deadline is exceeded, the application is deemed not to have been submitted. The responsibility for the complete application lies solely with the applicant.

§ 4 Reimbursement

The semester ticket fee is usually refunded in cash.

§ 5 Postal application

In the case of postal applications, the date of the postmark or the date of receipt of the e-mail will be used to determine the application deadline.

§ 6 AStA fault

The AStA shall pay in cases where it can be proven that the AStA is at fault. Own liability due to own fault is decided at an AStA meeting.

§ 7 Amendments to the Implementing Regulation

The implementing regulation is automatically adapted in the event of changes to contracts with the respective transport companies, provided that the contracts approved by the student parliament contain descriptions for reimbursement. An explicit new resolution is not required in such cases. Amendments to the implementing regulation that are not based on a contract with a transport company are not affected.

§ 8 Entry into force

This implementing regulation comes into force on the day of its publication on the notice board of the student body. It shall be published in the "Mitteilungen der Justus-Liebig-Universität Gießen".

RECOMPANY

AStA of JLU Gießen

General Student Committee

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Application for refund of semester ticket fee abroad (limited)



Closing date May 07 2021 (APPLICATION, DECLARATION - FOREIGN STAY)

Declaration as part of the application for reimbursement of semester ticket fees from the AStA of JLU Gießen, **due to continuous stay abroad of 3 months** in the **winter semester 2020/2021** Application with declaration is ONLY possible until **May 07.2021 !!!!**

Name and first name: __

Current address abroad: _____

In which country: __

I have been in the above-mentioned country in the period **from to**.

Address in Germany: _____

Matriculation number JLU Gießen: _____

Explanation

I am enrolled at JLU Gießen in the winter semester 20/21.

I hereby confirm by my signature that during the current winter semester 2020/2021 I have been abroad during the Corona pandemic, continuously for at least THREE MONTHS, according to my details above, and have not been in Germany, do not have a current, valid ticket winter semester 20/21.

I also hereby declare that I am not studying in the VIP programme ("Virtual International Programme") at JLU.

I hereby certify that I have made the above statements to the best of my knowledge and belief and that all my statements are true and correct.

I am aware that the foreign application can be made as a gesture of goodwill, but that this possibility is limited in time and cannot be extended.

_____, the _____
Ort Datum

Signature of applicant

In addition to this declaration, which must be signed personally and by hand by the applicant, confirmation by e-mail from the Registrar's Office is also required that the ticket for him/her has been deleted from the JLU Gießen system and that no semester ticket has been issued to him/her, either via the ticket machine or as a paper ticket or RMV/NVV special certificate in the winter semester 2020/2021.

Email address AStA office: buero@asta-giessen.de

Requested confirmation email

StudSek submitted on: _____

FACTUALLY CORRECT: _____

Info to JLU (deleted) _____

TRANSFER: _____