

Application for exemption from the obligation to pay the semester ticket fee

in accordance with the Vertrag zum Erwerb des Deutschlandsemestertickets (Contract for the acquisition of the Deutschlandsemesterticket)

Surname	First name
Date of birth	Student ID
Study programme	

Application semester:
(semester for which the
exemption is applied for)

Summer 20

Winter 20

Your (!) bank account details

Bank name

IBAN

BIC

I do not have my own bank account.

■ Reimbursements will
only be made to your (!)
bank account. It is you
who is a student at
HTW Berlin and not e.g.
your parents or sibling.

Reason for my application:

All information must refer to the application semester.

Please tick as applicable, at least one reason must be entered.

Disability (**Proof:** Disability card, Medical certificate)

Health reasons, use of public transport not possible (**Proof:** Medical certificate)

Illness that authorises the granting of an external leave semester (**Proof:** Medical certificate)

Practical semester outside the area of validity (**Proof:** Contract, confirmation from faculty)

Semester abroad (**Proof:** Entry in the list of the International Office)

Thesis semester outside the area of validity (**Proof:** Contract, confirmation from faculty)

Delayed enrolment (longer than one month after the start of the semester)

External leave semester after the start of the semester

De-registration after the start of the semester

■ For notes see annex!

I declare that the information I have provided in this form (page 1) is true to the best of my knowledge and belief.
I give my consent for my data to be saved and electronically processed in accordance with the German Data Protection Act.
I am aware that if I am granted exemption I will no longer be entitled to use public transport and cannot use my semester ticket as per the terms and conditions of the contract for the VBB semester ticket during the exemption months in the application semester.

I have read and understood the information in the annex to this application.

Date	<input type="text"/>
Signature of the applicant	<input type="text"/>

Annex to the application for exemption

Please retain this information so you can refer to it after submitting your application.

The following information can also be found on our website:

<https://www.htw-berlin.de/studium/studienorganisation/semesterbeitraege/befreiung-vom-semester ticket/>

Have you thought of everything?

When submitting your original application, please only submit the documents that are required for processing your application. Special study forms, external leave semesters and enrolment/de-registration dates are saved in our system and do not have to be additionally proven.

1. Submission of application

Deadlines: 28th of February for the summer semester, 31st of August for the winter semester.

Exemption will be granted for full months in the application semester **after** receipt of your application. Applications received in the last month of the application semester therefore cannot be processed.

The application form must be filled out in full and clearly legible, signed by hand and submitted as an **original** document together with any required proof.

Proof is to be submitted as copies of documents (company ticket, disability card with travel token (*Wertmarke*), confirmation from the faculty, contract, residency certificate).

Your application will be processed by the Student Services Department when it has been submitted in full.

Before submitting your application, please check carefully whether you have

- provided all information
- obtained all necessary proof

You can check the processing status of your application at any time in the LSF: If you have been granted exemption, a reduced semester fee will be displayed in the fee overview.

Our aim is to be able to display the actual semester fee which is to be paid (minus the fee for the semester ticket) in the LSF before your re-registration.

If you have already paid the full semester fee, we will reimburse the overpaid amount. Depending on when your application is approved, this can take up to six weeks, as we only make payments once a month.

Please immediately inform us in writing of any **changes to your bank account details** (by post or by handing in the information to the SSC) so that this can be taken into account in time.

2. Proof

Proof is to be submitted as copies of documents. Travel tokens etc. should be clearly valid for the entire application semester.

Special study forms and enrolment/de-registration are saved in our system and do not have to be additionally proven.

Disability card and a medical certificate if you are entitled to free use of the public transport network (ÖPNV) due to your disability.

Medical certificate:

if you are unable to use the public transport network (ÖPNV) due to health reasons but do not have a disability card or a travel token

or

for the illness that authorises the granting of an external leave semester

Are you going to be outside of the VBB network zone for at least three consecutive months during the application semester?

Practical semester

Internship contract – the date and place of work must be clearly specified

and

confirmation of the practical semester by the faculty

HTW stamp and signature of the internship supervisor on the contract

or

confirmation from the internship supervisor of the duration and place of work with signature and HTW stamp

or

HTW internship application form with HTW stamp and signature of the internship supervisor.

Semester abroad

Entry in the list of the International Office

or

enrolment certificate from the host university

or

German state student grant and loan (BAföG) for studies abroad.

Thesis semester

Contract for completion of the final thesis in a company

the completion period and work location must be clearly specified

or

current residency certificate if you are not writing your final thesis in a company

and

confirmation of the thesis semester by the faculty

HTW certificate confirming permission to complete the final thesis with details of the completion period and place of work, HTW stamp, signature and, if applicable, proof of any extension of the completion period

or

certificate from the supervisor confirming the completion of the final thesis with details of the completion period and place of work, HTW stamp and signature.

3. Postal address

HTW Berlin
Studierendenservice – BZI
Treskowallee 8
10313 Berlin

4. Submission on campus

Student Service Center (SSC)

<https://www.htw-berlin.de/ssc/>

Treskowallee Campus
Treskowallee 8, 10318 Berlin
Building A (Main Building), Room 040
or use the mailbox next to Room 040

HTW Service Pool

<https://www.htw-berlin.de/einrichtungen/zentrale-hochschulverwaltung/technische-dienste/organisation-atd/service-pool/>

Treskowallee Campus
Building C (Administration Building), Room 122

Wilhelminenhof Campus
Building B, Room 02

5. E-Mail

<https://www.htw-berlin.de/ssc/>

Only from your HTW Account!