

Refund of Individual Contribution to Semester Ticket Costs from the Hardship Fund Valid Summer Semester 2009

Application Procedure

If you are studying at a participating tertiary institution, you may apply for a refund of your contribution to the HVV Semester Ticket costs.

Applications for the Summer Semester must be submitted by: **28./29 February of this year** for the College of Applied Sciences, or **31 March of this year** for the University, the University of Music and Drama, University of Fine Arts, the Technical University, the HafenCity University and the Protestant University of Applied Sciences, School of Social Work. Applications for the Winter Semester must be submitted by the **31. August of this year or the 30. September of this year** to Studierendenwerk Hamburg; ie, the application must have been received by the above dates. **This is the cut off date.** Exceptions with a reasonable excuse (where the deadline has been missed due to no fault of the applicant, eg, late acceptance into a University) an extension to the cut off date may be considered.

If you have not yet received the Semester Ticket you may apply for a refund **prior to the cut off date without sending in your Semester Ticket.** The ticket must be sent after the application once you have received it. **If you have received you Semester Ticket, you must include it with this application.** No refund will be paid prior to receipt of the Semester Ticket.

Studierendenwerk Hamburg will determine your application on behalf of the General Students' Union, and will send a confirmation and pay the refund should it be granted. The Hardship Fund contribution to the costs of the Semester Ticket will not be refunded. Should this application be rejected you may file an appeal to the General Students' Union (AStA) of your University per Studierendenwerk Hamburg. The General Students' Union (AStA) of your University will decide which appeals are to be remedied.

Criteria for a Refund

Refunds will only be paid if use of the HVV transport network is not possible due to illness, absence from Hamburg, or long distance (outside the HVV network), or cases of hardship.

Illness

The use of public transport is not possible due to a long term illness (over three months in duration) or due to disability/ immobility, or you are registered as severely disabled.

Absence

Use of the HVV network is not possible for more than three months of the semester due to study related reasons (eg. Practical placement, completion of exam or Dissertation or international study). These activities must take place outside of the HVV network boundaries.

Long/Short Distance

Use of the HVV network is not possible due to long distance. This is the case where,

- you live outside of the HVV network boundaries, and use the German railway (Deutsche Bahn AG) or similar public transport to get to your place of study without needing to pay for additional HVV use. In these cases proof must be provided that transport costs are of the same amount as the individual contribution to the Semester Ticket (period tickets, Bahncard/daily tickets), for the semester you are applying for. Refunds will only be paid in these cases once these documents have been submitted.
- you live within the immediate vicinity and walk/ cycle to your university/ tertiary institution, as no public transport is possible. The immediate vicinity is considered to be up to 2km between residence and place of study.
- you live within the outer areas of the HVV transport network and regularly require more than 2 hours to reach your destination.

Reasons of Hardship

Should you not live near your place of study it is generally assumed that you will have to consider travel costs in your financial planning. The value presented by a Semester Ticket provides a financial advantage, as purchasing a comparative amount of tickets would be more expensive. Claiming a refund due to reasons of hardship requires you to demonstrate that you do not have to include travel costs in your planning, as you would travel to University by bicycle or on foot even though the distance is longer than 2km each way.

A refund is available in this instance when you are receiving benefits in accordance with the Federal Training and Assistance Act (BAföG), or ongoing maintenance assistance in accordance with Book 12 of the Social Security Code (SGB XII) or receive maintenance assistance payments in accordance with SGB II (Unemployment Support II). Alternatively, if AFTER paying the costs listed below, your income lies below the minimum income for individual persons and heads of family in Hamburg specified by the Social Assistance Regulations (currently €351.--):

- a. Rent (including heating costs and utilities)
- b. Children's allowance in accordance with s. 23 (1) line 1 No. 3 Federal Training and Assistance Act (BAföG) (currently € 470.--)
- c. Health and Long term care insurance

In proven cases of exceptional difficulty the General Students' Union may decide to grant a waiver.

All claims must be supported by the relevant documentation.