

Application for reimbursement

Students Union of the European University Flensburg

for the springsemester 2021

ASTa Europa-Uni Flensburg
Beitragserstattungsabteilung
Tel: +49 (0)461 – 805 21 33
semesterticket@uni-flensburg.de

To be filled in
by ASTa-Office

An den
ASTa der Europa-Universität Flensburg
Beitragserstattungsabteilung
Auf dem Campus 1
24943 Flensburg

Name:
First name:
Address:
Zip/City:
Phone:

For the semester mentioned above, I apply for reimbursement in the amount of due to [please mark]

- Overpayment of the contribution** proofs: bank statements copy showing an overpayment of ,-. Amounts under 12,- EUR I receive in cash at the office of the ASTa.
- § 4 (7) disability / ÖPNV Freistellung (proof of free access to public transport is attached in copy).
- § 4 (7) Absence: semester abroad. I will be away, at least 15 weeks of the semester. Proof: e.g. matriculation certificate of a foreign university.

For the semester mentioned above, I apply for reimbursement of the **student body fees and** the semesterticket (180,00 EUR) on the basis of [please mark]:

- Exmatriculation** Proof: Copy of the certificate of exmatriculation.
- Withdrawal from the study place** Proof: Certificate of withdrawal from the study place.
- Vacation Semester** proof: Copy of bank statement and certificate of leave of absence from studies.
- For the semester mentioned above, I apply for reimbursement of the fee only for the student body (12,00 EUR) cause of social hardness. I have attached an informal statement and proofs.

No refund without proof!

I have read the contribution regulations printed overleaf and am aware that the ASTa can only process and reimburse complete applications.

Without the required evidence, the ASTa must reject the application. In particular, I am aware of the **deadlines** specified in the contribution regulations: **Applications must be submitted up to 4 weeks after the start of lectures (2021-04-19)**, reimbursements will be made **at the earliest 5 weeks** after the start of lectures. **Questions about these deadlines will not be answered!**

place, date

Signature

Matr.-No. if there is no Matr.-No available, use applicant-No.:

e-mail: @studierende.uni-flensburg.de

alternative email address:

Account No. (IBAN): DE / / / / /

BIC: / / /

For bank transfers abroad, the ASTa deducts the fee of the transfer from the amount to be refunded.

Eingang:

168,-

180,-

12,-

Ablehnung
Bescheid
hängt an

ausgetragen

§ 1 General

- (1) In order to fulfil its statutory duties, the student body collects contributions from its members, the enrolled students.
- (2) Details on the amount of the contributions, their due date and the reimbursement of contributions shall be governed by these Statutes.

§ 2 Amount of contributions

- (1) From autumn semester 2019/2020, the student fee according to § 74 HSG is 172.00 euros per semester for each member.
- (2) The semester fee consists of the student contribution of 11.00 euros and a contribution for measures that enable students to use public transport at the cheapest price in accordance with § 72 Paragraph 2 Number 4 HSG (Semesterticket). The amount of the contribution share for the local semester ticket is 36.00 euros, the contribution share for the nationwide semester ticket is 136.00 euros according to the supplementary contract. In addition, 1.00 euros is charged to finance costs that may arise in individual cases as a result of reimbursements or to grant exemption from student body contributions in accordance with § 74 Paragraph 2 Sentence 3 HSG.

§ 3 Maturity

- (1) The semester fee is due on the last day of the deadline for matriculation or re-registration. Proof of payment of contributions is a prerequisite for matriculation or re-registration.
- (2) The contribution to the student body and for the semester ticket is collected together with the contribution for the Studentenwerk Schleswig-Holstein.
- (3) Bank details and payment deadline can be found on a public notice or on the feedback form.

§ 4 Reimbursement and exemption from contributions

- (1) Refunds must be applied for no later than four weeks after the beginning of the lecture period.
- (2) Exmatrikulation, Aufhebung Immatrikulation: Studierende, die sich bis Ende des ersten Semestermonates exmatrikulieren oder whose matriculation has been cancelled, the contribution to the student body shall be reimbursed in accordance with paragraph 1 on presentation of a certificate from the university. Paragraph 7 applies to semester tickets.
- (3) Leave of absence: Students who are on leave for the current semester are reimbursed the student body contribution in accordance with paragraph 1 on presentation of a leave of absence certificate. Paragraph 7 applies to semester tickets.
- (4) Härtefälle: Students who provide evidence of social hardship may, in accordance with paragraph 1, be granted the contribution to the student body. For semester ticket § 7 applies.
- (5) Exemption from contributions: As an alternative to reimbursement of contributions, exemption from student body contributions may be considered in cases of particular hardship. The details of the exemption from contributions, in particular the conditions and procedure, will be regulated in a student body directive.
- (6) Overpayment: Overpayments will be refunded until the end of the current semester on presentation of a receipt.
- (7) Semester ticket: The following students will be reimbursed for their semester ticket fees in accordance with paragraph 1 on presentation of the aforementioned documents:
 1. severely handicapped persons who have been admitted according to § 59 ff. severely disabled persons and are in possession of an identity card with a valid token or the mark "H" (helplessness) or "Bl" (blindness); the severely disabled person's identity card must be presented,
 2. handicapped persons, who are not able to use public transport and provide an appropriate proof; the disabled person's identity card must be presented,
 3. Students who can prove that they are staying for more than 15 weeks at an institution outside the area of validity of the semester ticket for study reasons; a corresponding certificate from the institution must be submitted.

§ 5 Procedure

- (1) Applications for reimbursement of contributions must be submitted to the General Student Committee (AStA). They shall be decided by the AStA Board on the basis of these Statutes. A form available in the AStA regulates the reimbursement or payment.
- (2) The application for reimbursement of contributions must be submitted by the person entitled to make the application or by a person authorised to do so in writing, submitting the original documents of the required certificates and proofs. The AStA board may accept copies of these documents.
- (3) If an applicant can credibly document that he or she has exceeded the application deadline through no fault of his or her own, the AStA Executive Board can approve the delayed application. The AStA Executive Board may grant the delayed application. In exceptional cases, the AStA board of directors may decide on partial reimbursement up to half of the contribution to the student body. Applications received after the end of the semester must always be rejected.
- (4) Refunds of fees will be made at the earliest five weeks after the start of lectures. The decrease in income for the student body resulting from § 4 sections 2 to 5 and 7 shall not exceed 1% of the income from contributions to the budget.
- (5) The semester ticket section of the Leporello that was received with the application according to § 4 paragraphs 2, 3, 4 and 7 will be retained if the application is granted. If an application is rejected, it will be returned. If the application is rejected, a written objection can be submitted to the AStA board within one month. The semester ticket section of the Leporello must be attached to the objection.