

Student´s council of the BTU  
 (Studierendenrat der BTU - StuRa)  
 Zentralcampus  
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[www.stura-cottbus.de](http://www.stura-cottbus.de)

date of receipt:

### Application for exemption from the semesterticket

1										
	last name, first name					register number				
2										
	street								number	
3										
	zip code			city						
4										
	phone no.			e-mail						

5	I apply for the	<input type="checkbox"/>	winter semester	20 /20	<b>ATTENTION:</b> Application for the exemptions ends when the period for matriculation ends!
		<input type="checkbox"/>	summer semester	20	
6	for the <b>complete exemption</b> from the semester ticket, because I:				
7	<input type="checkbox"/>	cannot use the public transportation system on account of <b>physical disability</b> or a <b>temporary ailment</b> for the whole semester. (§ 3 paragraph 1 No. 1 sentence 1) - <b>proof:</b> <i>Medical certificate from a certified physician/surgeon certifying the cause of ailment.</i>			
8	<input type="checkbox"/>	will do a <b>practice semester</b> for at least three subsequent months in the semester mentioned outside the states of Brandenburg and Berlin. (§ 3 paragraph 1 No. 2) - <b>proof:</b> <i>Attachment A to the form - Proof to the leave of absence</i>			
9	<input type="checkbox"/>	will go for a <b>semester abroad</b> for at least three subsequent months in the semester mentioned outside of Brandenburg and Berlin. (§ 3 paragraph 1 No. 2) - <b>proof:</b> <i>Attachment A to the form - Proof of the leave of absence</i>			
10	<input type="checkbox"/>	will <b>write my final thesis</b> for at least three subsequent months in the semester mentioned outside of Brandenburg and Berlin. (§ 3 paragraph 1 No. 2) <b>proof:</b> <i>Attachment A to the form - Proof of the leave of absence</i>			
11	<input type="checkbox"/>	will undertake a <b>holiday semester</b> . (§ 3 paragraph 1 No. 3 sentence 1) - <b>proof:</b> <i>Attachment A to the form - Proof of the leave of absence</i>			
12	<input type="checkbox"/>	am ill at the time of registration <u>and</u> the illness entitles me for grant of a holiday semester. (§ 3 paragraph 1 No. 3 sentence 2) - <b>proof:</b> <i>Specialised medical certificate to the presentation with the public health officer <u>and</u> certification of the BTU about the right to get a holiday semester</i>			
13	<input type="checkbox"/>	am in possession of a <b>business pass</b> which allows me free use of the whole VBB-Network (§ 3 paragraph No. 4) – <b>Proof: Present the business pass</b>			
14	<input type="checkbox"/>	am undertaking a part-time study course (§ 3 paragraph 1 No. 5) – <b>proof:</b> <i>Proof of student status and certification from the university regarding part-time study course</i>			

15	<b>proportionate exemption</b> from the semesterticket, because I :				
16	<input type="checkbox"/>	<b>registered at the BTU more than one month after</b> semester starts. (§ 4 paragraph 1 Sentence 1) - <b>proof:</b> <i>Study certificate</i>			
17	<input type="checkbox"/>	<b>was exmatriculated</b> during the semester. (§ 4 paragraph 1 Sentence 1) - <b>proof:</b> <i>Certification of the exmatriculation</i>			
18	<input type="checkbox"/>	repealed my <b>matriculation</b> . (§ 4 paragraph 1 Sentence 1)– <b>proof:</b> <i>Certification of the exmatriculation</i>			
19	<input type="checkbox"/>	was <b>given a holiday semester</b> during the semester. (§ 4 paragraph 1 Sentence 1) - <b>proof:</b> <i>Attachment A to the form - Proof of the leave of absence</i>			
20	<input type="checkbox"/>	have <b>fallen ill</b> during the semester <u>and</u> am <b>entitled to a holiday semester</b> . (§ 4 paragraph 1 Sentence 1) <b>proof:</b> <i>Specialised medical certificate to the presentation with the public health officer <u>and</u> certification of the BTU about the right to get a holiday semester</i>			

I declare that I have completed the information in this form and in the attachment truthfully according to my best knowledge and belief. Furthermore I assure that I have asserted no other allowance claims for the same period. I am conscious of the fact that the repealment of the authorisation to travel with semester ticket is rendered void in line with the regulations regarding semester ticket.

21		
	date	signature

## Explanations to the application

Line 1 - 4	Write here the actual place of residence where all correspondence should be sent. The information of a telephone number and email address makes it easier for the staff of semester ticket office to contact you for further inquiries.
Line 5 – 14	<p>With the charge of the fee every semester, you have to pay for the Semesterticket. Every student gets the AUTHORISATION TO USE PUBLIC TRANSPORTATION imprinted on his/her university ID Card. In the cases of the complete exemption (line 7-15) the contribution to the semester ticket is refunded fully and the authorisation to travel is erased from the student ID.</p> <p>ADVANCE INFORMATION: The repayment will run by bank transfer. A form in which is asked for the bank data will be added to the notice of approval. This form is to be filled and delivered to the StuRa. In addition, the journey authorisation is to be erased from the student ID. The proof of the same must be made immediately before the concerned staff members of StuRa.</p> <p>The journey authorisation on the student ID must be erased to March 31<sup>st</sup> for summer semester and September 30<sup>th</sup> for winter semester. If you miss the date, you won't get the money back for the semester ticket.</p> <p>The APPLICATION TERM for the full freeing from the semester ticket contribution ends with the date of the matriculation of the respective semester. The terms of the matriculation are to be found on the website of the BTU Cottbus under <a href="http://www.tu-cottbus.de">www.tu-cottbus.de</a>.</p> <p>The application must be submitted COMPLETELY, i.e. with all Attachments before the end of the term. The applications which come after term end are not worked on!</p> <p>An application after the date of matriculation is accepted only until the beginning of the semester, if the students can prove that he/she is not responsible for the delay. (§ 3 paragraph 2)</p>
Line 5	The exemptions pertain only to one semester. Therefore, it is necessary that your application clearly indicates the semester for which you are applying to be exempted.
Line 7 – 14	The reasons for an application that apply in your personal circumstances must be indicated by making a cross like (X). For an application to be valid, at least one of the application reasons is to be crossed and to be proved.
Line 7 – 8	<p>As an appendix is to be added a specialised medical certificate which confirms that the applicant cannot use the public transportation system. The proof must enclose at least the whole semester for which the application is put. Freeing for part-time rooms of the semester is not possible.</p> <p>Students who are disabled according to the social laws of Germany (SGB IX) and have therefore the rights to use the public transportation system for free are excluded from this regulation. This freeing is to be indicated only once so that it be duly communicated to the students' secretariat.</p>
Line 9 – 13	For the proof of these reasons the Appendix A is to be used.
Line 14	This reason is to be proved with a specialised medical certificate to the presentation with the public health officer and a certification of the BTU about the right to get a holiday semester.
Line 15 – 20	<p>In the cases of the proportionate freeing (line 18-23) the full not used months are refunded PROPORTIONATELY and the journey authorisation goes out for future months if the students erase the journey authorisation from his/her student ID.</p> <p>ADVANCE INFORMATION: The repayment will be effected by wire-transfer to a bank account in Germany. A form with details of your bank account has to be submitted with the notice of approval. This form is to be filled in and delivered duly to the offices of StuRa. In addition, the authorisation for use of public transportation is to be erased from the student ID. The erasure of the authorisation must take place immediately and then proved before the concerned staff members of StuRa.</p> <p>Hand in the application promptly after you know the reasons of freeing from the semesterticket.</p>
Line 21	The application is only valid if it is duly signed by the applicant him/herself. An application signed by way of agency will not be entertained.
Send your application to this address:	<p>Studierendenrat der BTU (StuRa)          Hubertstraße 15, 03044 Cottbus          Tel: (03 55) 69 22 00  <a href="mailto:office@stura-cottbus.de">office@stura-cottbus.de</a>  <a href="http://www.stura-cottbus.de">www.stura-cottbus.de</a>          Tue &amp; Thu 09.00 – 15.00</p>
<p>Applications in form of an e-mail will not be entertained.</p> <p>The personal information collected in this application will be stored electronically by the employees of StuRa. Closer information regarding the treatment made to the stored data can be obtained through the members of semester ticket office. If for the following semester no new application for exemption is made, then the submitted information will destroyed in the fourth semester following the last application made.</p>	