

Refund of the semester ticket

The procedure

- The exemption should be requested at AStA, the request can be found on the website of the AStA
- Application deadlines:
 - for the summer semester 01 - 30.04.
 - for the winter semester 01 - 31.10.
- The card with the validity period for the new semester must be submitted to the AStA, they will - as long as all other documents are available for an exemption – delete the electronic entry for the RMV ticket.
- After that, the card is pushed by you or a person authorized by you in a validation device, that removes the RMV print.
- The card with the remote RMV imprint must be resubmitted at the AStA – after that the request for a refund of the semester ticket is complete.
- For a following semester the exemption must be requested again.
- If you are not on-site/in-house you can send the application by mail. Then the student council will settle revalidation for you. In that case you have to send a addressed and stamped envelope with it, because the new student card is valid until the end of the study

The application

- Requests for refund of RMV dues can be made only from 1 April to 30 April (for the summer semester) or October 1 to October 31 (for the winter semester).
- The amount will be transferred - after the deadline for applications - to the account (cash payment is not available)
- The applicant needs proof for all given reasons of a refund
- A complete application includes:
 - the completed, legible and signed application
 - proof of the reason for the refund
 - student identification in the original (Campus Card)
- when sending the application by mail: a stamped addressed envelope for the return of the Campus Card
- incomplete applications will not be considered for refund.
- the application basic "health situation" may be imposed at any time during the semester and the subsequent semester to 30.04. or 31.10.

Required documents - in addition to the student ID in the original

- when going abroad due to studying for at least 3 months of application semester: confirmation of the department or a confirmation of the foreign university or equivalent
- at internship outside the RMV area for at least 3 months of application semester: confirmation of the department or copy of the contract or equivalent
- when writing thesis outside the RMV area for at least 3 months of application semester: confirmation of the department or copy of the contract or equivalent
- when you double study at two universities within the RMV area: copy of student ID the other university for the semester ticket imprint

- with severe disability which is entitled to transport of the severely handicapped and the associated token: copy of a disabled ID together with the associated token
- with leave because of a holiday semester: a copy of the approval letter of the SSC
- when the conditions for the finals are made and there is no presence at the university required, including the true residence is outside the scope of the RMV-semester tickets: confirmation of the department or examination office and registration card of the registration office on the main - and secondary residence
- with a health situation, which makes the use of the transport of the RMV impossible for at least 3 months of each semester: medical certificate (the certificate for applying for a holiday semester at the SSC is not enough!)

Information:

- The application semester is always the summer or winter semester. Example: If you completed an internship outside the RMV area during the summer semester, the summer semester is the application semester. So for a refund of the semester ticket you need to be at least three months outside the RMV area during the period from 1.04. to 30.09.
- Since the student ID accompanies you to the end of study, you naturally need it back. If you send an application by mail, make sure to add a self-addressed stamped envelope.
 - to be sent back by registered mail: here is an envelope (postage currently 0.70 EUR) with the label "registered" (available from Deutsche Post) necessary
 - to be sent back as a normal letter: there goes an envelope with the actual Porto. The student union of h_da accepts no responsibility for loss.
 - to be picked up (at best only at personal submission of the application).