

REFUND OF THE CONTRIBUTION TO THE JLU GIEßEN SEMESTER TICKET

SUMMER SEMESTER 2024

PLEASE NOTE

There are exceptions to the obligation to pay contributions to the semester ticket.

Therefore, a refund can be requested at the AStA office, Otto-Behaghel-Straße 25d, Giessen during office hours Monday to Friday from 9.30 a.m. to 1.30 p.m. (please note the homepage) under certain conditions - within the deadline. All necessary documents must be submitted on time! In the event of a refund, the semester ticket logo will always be removed from the chip card (validation only by the Student Secretariat) and it will become invalid as a semester ticket for the entire semester once it has been validated. The validation cannot be reversed (the applicant is responsible for checking this!). All notices/reimbursement requirements must be observed before submitting an application! Hand in applications and receipts when presenting the validated chip card.

You can apply for a refund until May 10, 2024:

Severely disabled persons: Please present: -Valid severely disabled person's ID card and corresponding supplementary sheet with valid token (at least 3 months in the current semester)

Internship: Students who spend at least 3 months of the requested semester outside the Semesterticket area due to their internship. The following must be submitted -Certificate of internship from the internship provider on their header sheet with signature, stamp (internship period and location must be stated, except for the period of the internship).

Please arrange reimbursement BEFORE your stay abroad and contact the office if you are unsure. The semester times of the JLU apply!

Semester of leave: Students who take a semester of leave. Please submit: -Proof of the current semester of leave from JLU Giessen (master form)

Two universities: Students who are simultaneously studying/enrolled at two different universities in the Semesterticket area and have actually paid two semester fees. The following must be presented: -Student ID cards from both universities for the semester for which the refund is requested. Upon request from the AStA office, corresponding account statements must be submitted in due time.

Doctoral students: Doctoral students who spend more than three months of the semester in Germany but do not live in the Semesterticket area (primary residence and actual place of residence). The following must be submitted -Proof/certificate of doctoral student status from the university and certificate of primary residence (current) or presentation of valid identity card with address.

Final examination: Students who are not completing an internship but who meet the requirements (confirmation from the examination office) for registering for the final examination, who are no longer required to be present at the university location and whose place of residence/actual place of residence is outside the semester ticket area. The following must be submitted -a certificate from the examination office with signature and a current certificate of primary residence or presentation of a valid identity card with address outside the ticket area.

Attestation 1: Students who are undergoing inpatient or outpatient treatment for more than three months of the semester and who are prevented from using the semester ticket and, in particular, public transport due to the underlying illness. The following must be submitted -Current certificate, certificate from the treating office or clinic in Germany or certificate from the doctor (without diagnosis), stating the duration of the treatment/stay and that it was/is not possible to use public transportation during this time due to illness. The current certificate must be on headed paper, signed and stamped by the doctor who is established in Germany.

Attestation 2: Students who are prevented from using the semester ticket for more than three months of the semester due to a chronic illness and are therefore unable to use public transport. The following must be submitted -A current certificate from the treating office, clinic, doctor in Germany (without diagnosis), stating the duration of the current illness and that it was/is not possible to use public transportation during this time due to the illness. This text must be included. The current certificate must be on headed paper, signed and stamped by a doctor practicing in Germany.

LandesTicketHessen: Students of JLU Giessen who have a LandesTicket-Hessen valid for at least 3 months in the current semester (LTH valid for at least 3 months in the period between 1.4. - 30.9.2024). The following must be presented: -Present the original Landes-Ticket-Hessen, bring 1 copy of the currently valid Landes-Ticket-Hessen and the completed, signed application! The deadlines are binding! Exceptions are generally not possible! Submit application 3 for this.

Exceptions or deadline extensions are generally not possible for the submission of applications and receipts!

The following must ALWAYS be presented to the AStA in the original and on time: The validated personal chip card/student ID card for the semester applied for. The card will ONLY be validated by the Student Secretariat by email with your matriculation number! Then insert it into the vending machine and pull it here! This makes it invalid as a ticket for public transport for the rest of the semester from the time it is validated! This cannot be reversed.

All applications and documents except the chip card (always show the original) can be sent in advance by email (please do NOT submit twice!) but only to buero@asta-giessen.de! Please request confirmation of receipt at the same time.

In any case, the specified deadlines must always be met! The AStA is bound by these deadlines.

IT IS ESSENTIAL THAT THE VALIDATED CHIP CARD FOR THE SEMESTER FOR WHICH THE REFUND IS REQUESTED IS PRESENTED. The chip card can only be validated at the Student Secretariat, not at the AStA.

Once validated, the entitlement to travel on public transport for the entire semester expires.

The validated chip card must NOT be sent to us by post, we will not accept it! Not even by e-mail.

In these cases, it is possible to apply for a refund and PRESENT the card and receipts up to four weeks after the start of lectures in each semester, for the

summer semester 2024

i.e. at the latest by

May 10, 2024

**In cases of reimbursement due to illness with a valid certificate (application 2 only),
the application deadline does not end until
November 08, 2024**

The AStA is bound by the deadlines! Therefore submit application and documents on time!

Application and certificates can be sent by e-mail to buero@asta-giessen.de as a pdf file (not chip card) or better, when showing the validated chip card SoSem 24 at the window directly handed in everything!

Please submit the application only once!

Always present the validated chip card in the original at the office window by the deadline for the semester applied for! Submit the application and supporting documents directly, as early as possible!

There are NO exceptions, ALL documents must be submitted on time, deadlines are binding!

These reimbursement requirements must be read and observed before submitting an application!

The AStA of the JLU will always reclaim a transfer due to incorrect information or later exmatriculation in the semester.