

STUDENT BODY OF JUSTUS LIEBIG UNIVERSITY
GIESSEN
GENERAL STUDENTS' COMMITTEE (AStA)
REFUND OF THE SEMESTER TICKET FEE AT JLU
GIESSEN
WINTER SEMESTER 2025/2026

PLEASE NOTE

In certain cases, students may be exempt from paying the semester ticket fee. If the relevant conditions are met, a refund application can be submitted at the AStA Office (Otto-Behaghel-Straße 25D, Gießen) during office hours (please check current information on the homepage). All required documents must be submitted **completely and on time**.

Before submitting your application, please read all applicable refund conditions and instructions on the AStA homepage under *Service* → *Semester Ticket* → *Refund*. Application forms and the information sheet can be found under "Downloads."

If your refund is approved, the Germany Semester Ticket will be deleted in the system by **March 31, 2026**. Your online ticket will then be invalid for the entire semester – **reactivation is not possible**.

The following groups may apply for a refund until 07/11/2025:

Students with severe disabilities

Required documents:

- Copy of a valid disability ID card
- Supplementary sheet with valid token (at least 3 months valid within the semester)
- Form 1

Internship abroad (at least 3 months)

Applies to students who are completing a study-related internship abroad during the semester in question.

Required documents:

- Confirmation from the internship provider on official letterhead with stamp and signature
 - The period and location of the internship must be specified
 - The study-related nature of the stay abroad must be clearly proven
- Form 1

Study abroad (at least 3 months)

Applies to students completing a study-related stay abroad.

Required documents:

- Confirmation from the foreign university on its official letterhead with signature
 - Details of the place and duration of the stay
- Form 1

Note: For calculating the required time period, the semester dates of JLU apply.

Leave of absence

Required documents:

- Confirmation of approved leave of absence or current enrollment certificate from JLU
- Form 1

Dual enrollment at two universities with mandatory semester tickets

Applies to students enrolled at two universities in Germany, both requiring mandatory semester ticket payments, and who have paid both fees (including JLU).

Required documents:

- Student ID cards from both universities for the relevant semester
- Form 1

Note: The refund may be requested at either university – your choice. Bank statements only required upon request from AStA.

PhD studies abroad (at least 3 months stay)

Applies to doctoral students whose study-related primary residence or stay is abroad (min. 01/04–30/09 or 01/10–31/03).

Required documents:

- Proof of doctoral status from JLU or the foreign university
- Current proof of main residence abroad for at least 3 months
- Clear proof of the study-related nature of the stay abroad
- Form 1

Note: Residence abroad alone is not sufficient!

Preparation for final exams abroad (at least 3 months stay)

Applies to students who are admitted to final exams, are no longer required to be present at the university, and are staying abroad for at least 3 months.

Required documents:

- Confirmation from the examination office with signature
- Proof of residence abroad (e.g., registration certificate or copy of ID with address)
- The study-related nature of the stay must be clearly documented
- Form 1

The following groups may apply for a refund until 08/05/2026:

Health-related limitations – inpatient/outpatient treatment (Certificate 1)

Applies if the student is undergoing treatment for more than 3 months and cannot use public transport due to illness.

Required documents:

- Medical certificate (without diagnosis) indicating duration of treatment and confirmation that using public transport was not possible
- On official letterhead with signature and stamp from a doctor or clinic in Germany
- Form 2

Note: From SoSe 2025, only a **proportional refund per month of illness** will be granted. A full refund is only possible if illness covers the entire semester (01/04–30/09 or 01/10–31/03).

Chronic illness (Certificate 2)

Applies if a chronic illness prevents the student from using public transport for more than 3 months.

Required documents:

- Current medical certificate (without diagnosis) specifying the duration and stating that using public transport is not possible
- On official letterhead with stamp and signature from a doctor or clinic in Germany
- Form 2

Note: A proportional refund is also granted here
– full refund only if illness spans the entire semester.

Landes-Ticket Hessen: (Application deadline: 07/11/2025)

Students of JLU who hold a valid **Landes-Ticket Hessen** for at least three months within the semester may apply for a refund under certain conditions.

Requirements:

- Ticket must be valid during the period 01/04–30/09 (summer semester) or 01/10–31/03 (winter semester)
- Must be the paper-based Landes-Ticket issued by the State of Hessen – job tickets or chip cards (e.g., from employers) are **not** eligible
- The Germany Semester Ticket **must not have been activated** – once activated, a refund is excluded

Required documents:

- Copy of the valid LandesTicket Hessen (min. 3 months validity in the relevant semester)
- Form 3

 Deadlines are binding. No exceptions or extensions will be granted.

Important Information About the Germany Semester Ticket

The Germany Semester Ticket is provided **digitally only**. If you want to apply for a refund, **do not activate the ticket** in the online portal. Activation happens automatically when you access the portal via the AStA website link (after re-registering for the new semester).

Tip: If you plan to use the ticket normally, download it **once at the beginning of the semester** (e.g., into a wallet app). This way, you avoid accidentally activating the new ticket if you plan to apply for a refund in the next semester. Once the ticket is activated, refunds are usually no longer possible.

Your **JLU chip card no longer needs to be presented in original form**. Once the refund is approved, your travel authorization via the Germany Semester Ticket becomes void for all local and long-distance transport.


Validity of the Ticket:

- Winter Semester: October 1 – March 31
- Summer Semester: April 1 – September 30

Application Deadlines:

- Regular deadline: No later than **November 7, 2025** (four weeks after lectures begin in WiSe 2025/26)
- For medical-related cases (Application 2 only): No later than **May 8, 2026**

Submitting Your Application:

All applications and supporting documents must be submitted **as a single combined PDF file** via email to:
 buero@asta-giessen.de

Note: Please read all refund conditions carefully on the AStA website before applying.

Incorrect information or later de-registration during the semester may result in repayment of refunded amounts by the AStA.