

## REFUND OF THE CONTRIBUTION TO THE SEMESTER TICKET OF THE JL UNIVERSITY GIEßEN WINTER SEMESTER 2022-2023

### **Please note (office still closed to public but staffed due to corona!):**

Therefore, a refund can be applied for at the AStA office, Otto-Behaghel-Strasse 25d, giessen during office hours monday till thursday from 9.30 a.m. to 1.30 p.m. (please note homepage) under certain conditions -within the deadline-. For this purpose, all necessary documents must be submitted in due time! In the case of a refund, the semester ticket logo is always removed from the chip card (validation only by the registrar's office) and it becomes invalid as a semester ticket for the entire semester upon validation. The invalidation cannot be reversed (the check lies with the applicant!). Before submitting an application, all notices/refund requirements must be observed! Please hand in applications and receipts directly when showing the cancelled chip card at the AStA office window.

### **You can apply for a refund until 11.11.22:**

Disabled persons: please present: -valid severely handicapped id card and corresponding supplementary sheet with valid token (at least 3 months in the current semester).

Internship: students who are staying outside the semesterticket area for at least 3 months of the semester intership related  
the following must be submitted: -internship certificate from the internship provider on their header sheet with signature and stamp (internship period and location must be stated, outside the ticket area).

study abroad: students who spend at least 3 months of the semester abroad for study reasons.  
The following must be submitted: proof of a study-related stay abroad on the university's headed sheet with their signature (period and place must be stated). please arrange reimbursement before your stay abroad and contact the office if you are unsure. the semester times of the JLU apply!

semester on leave: students taking a semester off.  
the following must be submitted: -proof of current semester of leave from JLU giessen(mastersheet).

two universities: students who are studying/registered at two different universities in the semesterticket area at the same time and who are actually studying/registered at two different universities.  
and have actually paid two semester fees (including JLU).  
the following must be presented: -student ids from both universities for the semester for which the refund is being requested. upon request from the AStA office, corresponding bank statements must be submitted in due time.

doctoral students: doctoral students who stay in germany for more than three months of the semester but do not live in the semesterticket area (primary residence and actual place of residence).  
the following must be submitted: -proof/certificate from the university/JLU of doctoral status and certificate of primary residence (current) or presentation of valid identity card with address.

final examination: students who have fulfilled the requirements (confirmation from the examination office) for registering for the final examination, who are no longer obliged to be present at the university location and whose place of residence/ actual place of residence is outside the semester ticket area in germany.  
the following must be submitted -a certificate from the examinations office with signature and a current certificate of first residence or presentation of a valid identity card with an address outside the ticket area in germany.

- certificate 1: students who are undergoing inpatient treatment or outpatient treatment for more than three months of the semester and who are/will be prevented from using the semester ticket and, above all, public transport due to the underlying illness.  
the following must be submitted: -current certificate, certificate from the treating institution or clinic in germany or certificate from the doctor (without diagnosis), about the duration of the treatment/stay and that it was/is not possible to use public transport during this time due to illness. the current certificate must be on headed paper, signed and stamped by the doctor resident in germany!
- certificate 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: -actual certificate from the treating office, clinic, doctor in germany (without diagnosis), about the duration of the current illness and that during this time it was/is not possible to use public transport due to the illness. this text must be included. the current certificate must be on headed paper, signed and stamped by the doctor resident in germany!
- Landes Hessen-Ticket: students of JLU giessen who have a landesticket-hessen valid for at least 3 months in the current semester (LTH at least in the period from 1.10. - 31.12.2022).  
the following must be presented: -show the original landes-ticket-hessen as well as 1 copy of the landes-ticket-hessen valid for 3 months and the completed, signed application! the deadlines must be adhered to! exceptions are generally not possible!

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

The following must always be presented to the AStA in the original and by the deadline: the validated personal chipcard/student id for the semester applied for. The card will only be validated by the student secretariat via email, stating your matriculation number! Then insert it into the machine and swipe it here! This makes it invalid as a ticket for public transport for the rest of the semester! 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 stated deadlines must always be adhered to! the AStA is bound by them.

It is absolutely necessary that the validated chip card of the semester for which the reimbursement is requested is presented. The chip card can only be cancelled at the student secretariat, not at the AStA.

When the chip card is cancelled, the entitlement to use public transport for the entire semester expires. The cancelled 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 each semester, for the

**winter semester 2022-2023**

i.e. at the latest by

**11 november 2022**

In cases of reimbursement due to illness with a valid medical certificate (only application 2), the application deadline only ends on

**05 may 2023**

The AStA is bound by the deadlines! Therefore, please submit your application and documents by the deadline! application and certificates can be sent by e-mail to buero@asta-giessen.de as a pdf file.

This does not apply to the validated chip card.

Please always submit the application only once! Always present the original validated chip card for the semester applied for at the office window during office hours (monday till thursday 9.30-13.30)!

There are no exceptions, all documents must be submitted on time, deadlines are binding!

before submitting an application, please read and observe these reimbursement requirements, as well as the homepage!

A transfer due to incorrect information or in case of exmatriculation later in the semester will always be reclaimed by the AStA of the JLU.