Hardship application
for a refund of semester ticket costs

AStA University of Bremen | AStA-Office | Bibliothekstraße 7 |
28359 Bremen

Office-hours: Mo - Do: 10– 16 Uhr Fr: 10 –15 Uhr
phone number: (0421) 218-69733

Family name, first name:_____
current address: _____
E-Mail: _____

I hereby apply for the AStA of the University of Bremen to take over the semester ticket costs due to financial or social hardship for the:
- Summer semester 2020 [ ]
- Winter semester 2020/21 [ ]
- Summer semester 2021 [ ]

I have attached the necessary evidence, see checklist and notes below). Please transfer the money to the account below:
Family name, first name:_____
Bank:_____
IBAN:_____
BIC /SWIFT:_____

For financial hardship cases:
I had/have in the corresponding semester an income of total _____€ and on average _____€ per month. Attention: In case of a change in income within the semester, which causes students with an approved hardship application to end up above the income limit in the semester average, this must be reported to the AStA. In this case, the AStA must be reimbursed for any costs already covered by the semester ticket.

The following documents are required and enclosed: **(please check the boxes if true)**

Always:
- Certificate of enrollment [ ]
- Copy of the semester ticket, if you got one by the university[ ]

In case of financial hardship:
- Proof of income such as bank statements/ employment contract [ ]
- Proof of rent payments (bank statements or rental contract) [ ]
- Proof of independent health insurance, if applicable [ ]
- Proof of own children in own household, if applicable [ ]

In case of social hardship:
- Proof of care for severely disabled children in your own household for at least 3 months in the corresponding semester [ ]
- Or: Proof of assistance for relatives in need of care in the common household for at least 3 months in the corresponding semester [ ]

DO NOT FORGET YOUR SIGNATURE ON THE BACK!

Notes:
I. We can only accept an original of your "matriculation certificate" or a printout of the corresponding certificate on the MOIN platform.
II. For proof of income via bank statements, we recommend blacking out information that is not relevant for the hardship application (such as what money is spent on).
III. As proof of the care of severely disabled children or relatives in need of care, it is sufficient to submit, for example, a certificate of the need for care from the nursing care insurance fund/MDK (or a medical certificate in the case of support in the last phase of life) and a sworn statement on the extent to which care tasks are assumed here in the corresponding semester.
IV. DSGVO-Information: The AStA of the University of Bremen, Bibliothekstraße 7, 28359 Bremen, stores the personal data contained in this document both analogously and electronically for a period of one year. The data in question is only collected for the purpose of processing this exact transaction and to the extent necessary for this purpose, and is only stored for the duration required by law. Access to this data is also granted to a control commission elected by the student council. Furthermore, the right to inspect and, if necessary, correct this data exists in accordance with the legal regulations of the DSGVO.
V. If you are unsure which documents you have to submit and whether costs can be covered, you can contact the AStA office and via email to semesterticketkrise@asta.uni-bremen.de.
VI. false statements are punishable according to §156 StGB (German penal code) with up to three years imprisonment or a fine if committed intentionally or up to one year imprisonment or a fine if committed negligently.

I affirm in lieu of an oath that I have read the form in its entirety and that all my statements and enclosed evidence are correct and complete; I have taken note of and agree to how the AStA of the University of Bremen collects and stores my personal data for the purpose of processing this contract/application.

_____ _____

Signature **Place, Date**

To be completed by the AStA:

Reimbursement amount: Semester:

Bremen, den_____ Statement factually and arithmetically correct:_____

Amount: Booked/Paid on:

HHP: Bremen, den _____ AStA Finance Dept.:_____