

Guideline for the reimbursement of the student ticket fee

The reimbursement of the student ticket (ST) fee is regulated by the Beitragsordnung (BO, www.stura.tu-dresden.de/satzungenordnungen) of the Studentenschaft of the TU Dresden. This guideline is meant to explain the reimbursement process in an easily comprehensible way. However, the authoritative document is the Beitragsordnung.

The ST is valid beginning with 1st October to 31th March of the next year (winter term) and from 1st April to 31th September (summer term), in other words one semester.

Who is entitled to get the reimbursement?

The Beitragsordnung lists the following reasons for reimbursement:

- Disabled students who own a pass stating that they are severely handicapped with a valid marker or other proven disabilities, stopping them from using the public transportation
- Internship or other university tasks that require leaving the transport district of the Verkehrsverbund Oberelbe (VVO)
- Creation of a final thesis on a study related basis that is done outside the transport district of the Verkehrsverbund Oberelbe
- Creating a doctoral thesis outside of the transport district of the Verkehrsverbund Oberelbe (VVO)
- Leave of absence
- Study related stay abroad, without leave of absence
- Enrolment or removal from the register of students

You can find a map of the region that the ST is valid for on www.vvo-online.de, under “Linien & Pläne”. A reimbursement is only possible if one of the points above applies to you. Other reasons cannot be accepted for a reimbursement. The ST is not optional, all students belonging to the Studentenschaft of the TU Dresden are obliged to contribute.

The 3-Step Procedure of a Reimbursement

1. Complete the application form for a reimbursement “Rückerstattungsantrag” (Download from www.stura.tu-dresden.de/antragsformulare)
2. We need to see both the completed application form and the original student id-card. You can:
 - a. come to our service bureau (Room 4 of the StuRa building, which is situated behind the HSZ) during our hours of business (www.stura.tu-dresden.de) and leave with your devaluated student id-card which is no longer valid to be used for the public transportation, or
 - b. send us both the completed application and your original student id-card (including a prepaid return envelope with your own address, if you wish to get your id-card back) to the following address:

Studentenrat TU Dresden
Helmholzstr. 10
01069 Dresden

3. ... be patient

Important!

The time period for which a reimbursement is valid begins after we have seen both your application and your original student id-card. However, it is possible to hand in documents which verify your claim to a reimbursement at a later point in time. If this is the case, please tell us on your application. A reimbursement for the time before you enter your application is impossible (with the exception of enrolment as the reason for a reimbursement).

If you hand in your application in a complete and valid form, the money will be transferred to your account several weeks later without further notice.

Should questions arise, we will get in contact with you. If your application is denied, you will be informed. Despite the annual character of the obligatory contribution, the application for a reimbursement has to be done for each semester, as the student id-cards are printed and delivered for each semester. Devaluating the student id-card does not automatically mean that your application is accepted. Should your application be denied, it is your own responsibility to get a new and valid student id-card in order to use the public transportation services.

Notice of Rejection

Should your application for a reimbursement be rejected, you will receive a notice of rejection. If you chose to, you can file an objection in written form stating your arguments within one month after the notice of rejection.

We will consider your objection and notice you that we:

- Agree with your objection.
In this case, the fee in question will be transferred to your bank account.
- Disagree with your objection.
In this case, you will be informed about our decision and have one month to take legal action.

Leave of Absence (Beurlaubung)

If you are going for a leave of absence you can choose if you wish to get the ST or not. If you already know that you won't need the ST for the semester, just state it when registering for your leave of absence to save yourself and us some time. If your leave of absence is temporary and does not begin with the semester, a partial reimbursement is possible.

Verifications

To verify that you were removed from the register of students we need a copy of the confirmation. If you are doing an internship, we need a copy of the contract for the internship, or a document from your work placement signed and accredited, stating the place and duration of your internship. The same holds true when writing a diploma thesis in which case we need a signed document from your mentor/professor. You can find a template for a letter "Promotions- oder Praktikumsbestätigung für das Semesterticket" at www.stura.tu-dresden.de/antragsformulare. If you are studying abroad, simply hand in a document that verifies your enrolment at another university, your participation at an ERASMUS program or similar organisation.

Jobs that are related to your course of study

This category is reserved for jobs that are mandatory in your course of study or internships that are related to your course of study. Also for jobs, where you write your thesis. Any other job, or internships that are unrelated to your course of study are no valid reasons for a reimbursement.

Reimbursement Amount

If the reason for a reimbursement does not apply for a whole semester, a partial reimbursement is possible. The exact amount is calculated as follows: [Months] X [30,30€].

It is only possible to reimburse whole months and time periods of at least two months (one month in case of an enrolment or the removal from register of students)!

Miscellaneous

If you have any further questions, or your case is rather individual just write to us and we will help sort out any questions you might have at: ticket@stura.tu-dresden.de (Referent Mobilität)

Applicable starting 1st October 2017. Version of information from: 28th June 2017