

## Guideline for the reimbursement of the student ticket fee

(information valid from winter term 2021)

The reimbursement of the student ticket (ST) fee is regulated by the Beitragsordnung of the Studierendenschaft of TU Dresden (BO; <https://stura.tu-dresden.de/satzungenordnungen>). This guideline tries 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 31st March of the next year (winter term) and from 1<sup>st</sup> of April to 30th of September (summer term), in other words one semester.

### Who is eligible for a reimbursement?

The Beitragsordnung lists the following reasons for reimbursement:

1. 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
2. Internship or other university tasks that require leaving the transport district of the Verkehrsverbund Oberelbe (VVO)
3. Creation of a final thesis on a study related basis that is done outside the transport district of the VVO
4. Leave of absence during the semester
5. Creation of a doctoral thesis outside of the transport district of the VVO
6. Study-related stay abroad, without leave of absence
7. Enrolment during the semester
8. Removal from the register of students during the semester
9. Withdrawal of the licence to drive bicycles
10. Double subscription of the semester ticket contract

You can find a map of the VVO region that the ST is valid for on <https://www.vvo-online.de/doc/Tarifzonenplan-mit-Liniennetz.pdf>. A reimbursement is only possible if one of the points above applies to you. Other reasons may not be accepted for a reimbursement. The ST is not optional; all students belonging to the Studierendenschaft 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 <https://stura.tu-dresden.de/antragsformulare>)
2. Send us the original of your student card (a copy is sufficient for reimbursement reason enrolment), the application form and a stamped envelope (if you want your student card

back) in time before the reason for refund occurs. Please also send us the proofs (see below) - if you already have them. Otherwise you can also submit them by mail or e-mail. You can either send us the documents by mail to the address

*Studierendenrat der TU Dresden  
Helmholtzstr. 10  
01069 Dresden*

or hand them in at the service office (room 4 of the StuRa building behind HSZ) during business hours (to be found at <https://www.stura.tu-dresden.de/service>). If you hand in your student card in person, you can also take it back with you after it has been invalidated as a ticket.

3. We will process your application and contact you if any other documents are missing. If your application is complete and approved, we will transfer the money to your account a few weeks later (without further notice). If we believe that a refund is not possible, you will receive a rejection letter.

## Important notes:

- A refund is only possible from the time when the original student card is presented (does not apply for reimbursement reason enrolment). You can also hand in the proofs later. Please note this on the application form and hand them in as soon as you receive them.
- A refund for the period before the application is not possible (except in the case of a enrolment during the semester).
- The application must be made anew for each semester.
- Cancellation of the student card for travel does not prejudice the decision on whether a reimbursement is granted! If we cannot approve a refund, it is your responsibility to apply for a new student card at the Admissions Office in order to be able to travel by bus and train again.

## Rejection notice

If we think that we unfortunately cannot grant you a reimbursement, you will receive a rejection letter. You can submit a written objection to this within one month (informal, stating reasons). You can find further information on this in the enclosed legal instruction.

We will check your objection and send you a notification that we

- grant your objection. In this case we will automatically transfer the money to your account.
- reject your objection. In this case you will receive a letter and the opportunity to take legal action against our decision within one month. More information about this can be found in the enclosed legal instruction.

## Leave of absence

In case of a leave of absence, you can choose whether you want to purchase the semester ticket when you re-register. If you already know that you do not want to buy the ticket, we ask you to indicate this when you re-register so that the semester ticket does not have to be refunded via a reimbursement.

In case of a subsequent leave of absence in the current semester, a partial refund is also possible for the remaining full months after the leave of absence has been granted. However, here too, the refund period does not begin until the application for refund and the student ID have been received.

## Proof and verifications

- Severely handicapped pass

*Since winter term 2020/21 it is possible to be exempted from the obligation to pay the amount for the student ticket before re-registration. This is possible through selma (<https://selma.tu-dresden.de/>). You can find the application under Organisation of Studies > Application Overview.*

A reimbursement is possible with following *Merkzeichen*: aG, BI, TBI, H, G und GI. For G und GI, you need to present a valid *Wertmarke* as well. You need to scan both sides of the handicapped pass and (if applicable) of the *Wertmarke*. If the *Wertmarke* is not valid through the whole semester, we'll only be able to reimbursement the months where it is valid. As soon as you receive a new valid *Wertmarke*, you can hand it in, and we will reimburse the remaining months.

- Jobs that are related to your course of study

This category is reserved for jobs that are mandatory in your course of study, internships that are related to your course of study and 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.

As proof you can use the employment contract, or the template provided by us. (Download from <https://www.stura.tu-dresden.de/antragsformulare>)

- Creation of a final thesis

A reimbursement is only possible if your stay outside of VVO is on a study related basis, for example at a company or to gather data. Otherwise, a stay outside the VVO can't be reimbursed.

As proof you can use the employment contract, or the template provided by us. (Download from <https://www.stura.tu-dresden.de/antragsformulare>)

- Leave of absence during the semester

An immatriculation certificate with the note of leave of absence is sufficient as proof.

- Creation of a doctoral thesis

If you spend your time writing your doctoral thesis outside the scope of VVO, you can get reimbursed for the corresponding months.

As proof you can use the template provided by us. (Download from <https://www.stura.tu-dresden.de/antragsformulare>)

- Stay abroad

The best proof of a stay abroad is a confirmation from the foreign university or a confirmation of admission to the ERASMUS program or similar.

- Enrolment

If you were not enrolled at the start of the semester, but at a later point in time, you can have the full months in which you were not yet enrolled reimbursed. The certificate of enrollment is sufficient as proof.

- De-registration

After completion of all study and examination performances you will be automatically exmatriculated at the end of the semester. Upon application to the Admissions Office, it is possible to de-register during the semester. More information under <https://tu-dresden.de/studium/im-studium/studienorganisation/exmatrikulation>.

Please submit the certificate of exmatriculation as proof.

- Withdrawal of the licence to drive bicycles

If your license to drive a bicycle has been revoked by the driver's license authority, you can be reimbursed for the fee for using the bicycle rental system.

Please submit the letter from the driver's license authority as proof of this..

- Double subscription of the semester ticket contract

If you are enrolled at another university that also offers our Semesterticket, then you can have your share of the Semesterticket refunded in the months in which you purchased both tickets. We'll contact you in case this reason is applicable to you.

## Reimbursement amount

If the reason for reimbursement is not present for the entire semester, a partial reimbursement may be possible under certain circumstances.

Per month, the refund amount is €31.50. In the case of a refund for 6 months, the fee for the bicycle rental system use will be refunded.

The total refund amount for 6 months is 194,00 €.

Refunds are only possible for whole months.

## Questions?

If there are still open questions or your case is a very special one, don't hesitate to contact the mobility department of StuRa: [ticket@stura.tu-dresden.de](mailto:ticket@stura.tu-dresden.de)

Valid from winter term 2021/22

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