Family Name, First Name	
Street	
Postcode, City	
Matriculation Number	
Telephone (optional)	
E-mail (optional)	
O I do not have access to a bank account	

Bank
Bank Address (for non EU)
BIC OR international SWIFT Code ((for non EU)
IBAN
Account Number (for non EU)
Account holder, if not own account
Please note that fees for transfers outside SEPA countries will be subtracted from the refund amount.

An den Härtefallausschuss
der Studierendenschaft der
Universität zu Köln

Sibille-Hartmann-Str. 2-8
50969 Köln

(internal use only)
Für Vermerke des Härtefallausschusses
Eingegangen am:

Geschäftszeichen:

Application for refund of the contribution for the semester ticket for the _____-semester 20 _____

O Initial application
O Subsequent application (only admissible in the semester immediately following the first application)

Please tick only one option in this field. For additional information or comments use page 3 only!
I hereby apply for a refund of the fee for the semester ticket, because

O I cannot be expected to pay the contribution due to financial hardship

O I cannot reasonably use the semester ticket

O I am severely handicapped and have official identification with a supplement and token

O I am severely disabled and cannot use buses and trains because of the disability

O I am staying abroad for at least four months of the application semester

O I have exmatriculated within two months of the start of the semester and am not entitled to reimbursement of the social contribution according to § 4 of the contribution regulations

Please note the application deadlines on page 2 of the form!

Personal details (only required in case of reimbursement due to financial hardship)

Apartment	o own	o in parents' residence
Marital status	o single	o single, living with child's father/mother in a '*Bedarfsgemeinschaft'*
	o Married / partnered	o divorced / separated living
Children	o no	o yes, number:_____; Age:_____
Health insurance	o own	o family insurance

DEADLINES FOR APPLICATION

Financial hardship

-by the end of the aforementioned semester

No reasonable use for semester ticket
-within two months of the start of the semester
-if the application is submitted after the start of the semester, the refund amount will be reduced by one sixth after the first day of each month.

Stay abroad
-within two months of the start of the semester
-if the application is submitted after the start of the semester, the refund amount will be reduced by one sixth after the first day of each month.

Severe disability
-within one month after the start of the semester
-if the application is submitted after the start of the semester, the refund amount will be reduced by one sixth after the first day of each month.

Exmatriculation
-date of exmatriculation within two months of the start of the semester
-application latest until the end of the semester
-if the application is submitted after the start of the semester, the refund amount will be reduced by one sixth after the first day of each month.

ATTENTION - IMPORTANT NOTE

The processing time of the application can take up to 4 - 6 weeks. Please take this into account when planning a stay abroad, for example.
This application can only be made by students of the University of Cologne. Applications from students of other universities will not be processed by us. These must be submitted to the respective university.

I am aware that incorrect and/or incomplete information can be prosecuted under criminal law and that unjustly refunded amounts can be claimed back.

I assure that my details are correct and complete.

_____ _____

Place, Date Student Signature

The following documents, in original or copy, are attached *(check what applies)*

In principle, to be attached to every application (except for exmatriculation)
O Certificate of enrolment

In cases of financial hardship:
O Description of the social circumstances; explanation why the payment would cause financial hardship
O BAFöG decision, if applicable a rejection notice
(Please black out information on income of parents or siblings)
O Proof of income
(e.g. tax certificate, income statement, pay slips from _____ to _____)
O Declaration by parents about the amount of support they can/cannot provide
O Proof of receipt of benefits according to SGB II
O Proof of receipt of housing benefit
O Proof of receipt of maintenance
O Proof of receipt of other transfers
O Bank statements from _____ to _____ _
O Proof of rent amount
O Proof of the amount of health insurance
O Proof of the existence of your children

If it is unreasonable to use the semester ticket
O Explanation why the use of the semester ticket cannot be reasonably expected
O Current certificate of registration with the city

During a stay abroad
O proof of stay abroad, including the duration

For severe disability
O Severely handicapped pass with supplement and current token
O Proof that buses and trains cannot be used due to the disability

For exmatriculation within two months of the start of the semester
O Certificate of deregistration from the university

Other evidence and/or explanation