

Application for a grant for the Semester ticket from Social Funds

Attention: All parts of the form must be completed!

line Hereby, according to the ordinance of Semester ticket pursuant § 18a IV BerlHG, I apply for a grant for the cost of the semesterticket.

1 **Semester of application:** WiSe SoSe 20____/____ **Enrollmentnr:**

2 I have already made an application: yes no
 I am newly enrolled: yes no

Personal details (Please complete in BLOCK LETTERS!)

Last Name	First Name	
c/o	Street, House Number	Post code, City
Telephone number	Email address (<i>must be supplied!</i>)	
Date of birth	Course of studies	
IBAN	BIC or SWIFT Code	
Name of account holder (<i>First name, last name, if different from line 3</i>)		

I declare in accordance with § 2a of Social Fund statutes the following hardship(s):

*Please tick the appropriate box, at least one reason must be given.
 All information must be supported by appropriate documentation.*

9	<input type="checkbox"/> I registered my degree thesis, and I did it on:	./ ./
10	<input type="checkbox"/> I am doing an internship, which is prescribed by the study regulations, since then:	./ ./
11	<input type="checkbox"/> I only have a small income. (My average income according to § 2c of the Social Fund Statutes is less than 80% of the monthly requirement according to § 2b of the Social Fund Statutes).	
12	<input type="checkbox"/> My passport contains a note on the restriction or absence of a work permit.	
13	<input type="checkbox"/> I was pregnant during the calculation period.	
14	<input type="checkbox"/> I live alone with my child/children and have to pay alone for their care, upbringing and education.	
15	<input type="checkbox"/> I am over 65 years old.	
16	<input type="checkbox"/> I have a reduced earning capacity in accordance with § 69 Para. 5 SGB IX (Ausweis G).	
17	<input type="checkbox"/> I receive integration assistance / individual case support according to § 54 Abs.1 sentence 1 No.1 to 3 SGB XII.	
18	<input type="checkbox"/> In the calculation period I have received benefits for living according to SGB II or SGB XII or have children who are entitled to benefits for living according to SGB II.	
19	<input type="checkbox"/> I have to pay special costs for medical or psychological care, which are not covered by the health insurance and which amount to more than 250 €.	These costs amount to: €
20	<input type="checkbox"/> I receive benefits in accordance with the Federal Training Assistance Act (BAföG).	
21	<input type="checkbox"/> I am entitled to benefits under the Federal Parental Benefits and Parental Leave Act.	
22	<input type="checkbox"/> I am in possession of a proof of arrival from the Federal Office for Migration and Refugees (BAMF) or have another positive decision from the BAMF regarding an asylum application.	
23	<input type="checkbox"/> I claim the following other comparable hardship(s) not covered by any of the above reasons: (e.g. chronic or long-term physical disability, ...)	

A requirements/income calculation is carried out in each case.
The required documents for each reason for your application must be submitted.

line

Please complete in full and submit supporting documents in accordance with the explanatory notes.

According to § 2b of the Social Fund Statutes, I declare the following financial needs:

24	<input type="checkbox"/> I pay for my apartment/accomodation per month (rent paid by you = incl. heating costs):	€
	<input type="checkbox"/> I do not pay rent.	
25	<input type="checkbox"/> I am liable to pay maintenance and supprt to the following people (children and spouse must be listed):	
	1. Person (Last name, First name):	Spouse <input type="checkbox"/> Other <input type="checkbox"/>
	2. Person (Last name, First name):	Child <input type="checkbox"/> Date of birth:
	3. Person (Last name, First name):	Child <input type="checkbox"/> Date of birth:
	4. Person (Last name, First name):	Child <input type="checkbox"/> Date of birth:
26	<input type="checkbox"/> I have my own health insurance and pay for it every month:	€
	<input type="checkbox"/> I do not pay health insurance.	
	I had the following income according to § 2c of the Social Fund Statutes:	
27	<input type="checkbox"/> In the calculation period (see explanations!) I had the following income (all money from which you earn your living counts as income, e.g. wages, maintenance, support of parents, relatives, acquaintances and friends, BAföG, loans, child allowance, subsidies, housing benefit):	
28	<input type="checkbox"/> I repaid debts during the calculation period and paid the following monthly amount:	€
29	<input type="checkbox"/> Due to an illness or handicap I need an costly diet in the amount of monthly:	€
30	<input type="checkbox"/> I received benefits in accordance with the Housing Benefit Act (WoGG) during the calculation period.	
31	<input type="checkbox"/> My primary residence is located outside of the fare- zone Berlin ABC and I am therefore reliant on Part C Point 1,5 of the VBB-Tarifs designated extension ticket to the semester ticket Berlin (Brandenburg-Ticket).	
32	<input type="checkbox"/> I declare, that I do not possess financial assets as described in the Social Fund statues.	

I confirm that I have given the information in this form and the appendices truthfully to the best of my knowledge and belief.

I am aware that I must pay the semester ticket fee in full to the university, regardless of whether or not a grant will be awarded, so that all requirements for enrolment or re-registration are met.

Date

Signature

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Attention: The application cannot be processed without date and signature!

The information provided in this application is electronically recorded and stored by the Semester Ticket Office for machine processing. Further information on the stored data can be obtained from the Semester Ticket Office.

Notes to Application

Students are eligible for a grant to cover the costs of the Semester ticket contribution upon proof of a difficulty or hardship within the time period covered that: **1.** severely impedes the payment of the Semester ticket contribution. **2.** their monthly income does not exceed their needs. **3.** do not possess financial assets. **4.** submit the application within the deadline (4 weeks after re- enrollment deadline).

The **calculation period** is decisive: In the winter semester 1 March to 31 July; in the summer semester 1 October to 28/29 February; for newly enrolled students 4 months before and including the month of enrolment (5 months).

The **amount of the grant** will depend not only on the information provided but also on the total number of grant applications approved and the resources available. The distribution of funds shall take into account the ratio of income to needs, the period for which the reasons of hardship exist and the extent of payment obligations.

The form explained line by line:

line 2	For newly enrolled students we need a certificate of enrolment.
line 3-6	The address should be the actual place of residence to which the notification is to be sent. The indication of an e-mail address and a telephone number makes it easier for the semester ticket office to ask questions in case of ambiguities or incomplete information. Of course, data will not be passed on to third parties.
line 7-8	The contribution to the semester ticket will not be offset against the grant amount. The grant will be transferred in any case and will not be paid in cash. Please indicate here to which account the amount should be paid in case of a grant. Transfers to accounts outside the EU will be made in exceptional cases. If you wish this, please contact the semester ticket office. In case of incomplete information about foreign accounts (e.g. name and address of the bank) no transfer will be made. In the case of an incorrect booking for which you are responsible, we will have to offset the transfer fees against the amount of the grant. If you are not the owner of the account yourself, it is essential to state this. Only natural persons (no associations, institutions, etc.) can be considered as recipients.
line 9-23	At least one of the reasons for the application must be stated and proven. Several reasons may be given.
line 9	If this reason is given, the application must be accompanied by a copy of the Examination Office's confirmation of the application and, if applicable, of the extension. Attention: The preparation of the final thesis must be at least 1 month within the calculation period.
line 10	If this reason is given, a copy of the internship contract must be attached to the application. The contract must indicate the scope of the activity and the start and end dates of the internship. The internship must overlap with at least three months of the calculation period and the regular weekly working time must reach at least 30 hours. Only internships that are mandatory in the study regulations will be considered.
line 11	The financial need is to be reached from the minimum rule need after § 20 SGB II, costs for the accommodation (maximally 600 €), if necessary costs for health and care insurance and additional requirement surcharges. The average income must be less than the sum of basic needs and 80% of the financial need.
line 12	If this reason is given, a copy of the residence permit (or comparable entry in the passport) must be attached to the application.
line 13	If this reason is given, the application must be accompanied by a copy of a medical certificate or mother's passport showing the date of delivery and the name of the mother.
line 14	If this reason is given, either a copy of the child's birth certificate (with only one parent on it), an advance maintenance payment notice from the office, a maintenance declaration from the other parent, or a SGBII notice stating that the child is a single parent must be submitted.
line 15	If this reason is given, a copy of the identity card or passport must be submitted.
line 16-18	In the case of receipt of benefits from the Social Welfare Office, the Employment Agency or the Job Centre (during the calculation period), a copy of the decision(s) (including all calculation forms) must be attached to the application.
line 19	If this reason is given, a copy of the invoice(s) for various medicines, etc. or treatment costs issued directly by doctors must be attached to the application. The minimum cost is 250 € for the entire calculation period.
line 20	If this reason is given, a copy of the BAföG notices or corresponding account statements must be submitted.
line 21	If this reason is given, a copy of the parental allowance notice or corresponding account statements must be submitted.

line 22	If this reason is given, a copy of a proof of arrival from the Federal Office for Migration and Refugees (BAMF) or another positive decision of the BAMF regarding an asylum application must be submitted.
line 23	If other hardships are claimed, these must be listed here and documented by suitable documents. They must be comparable in type and scope with the other reasons for application and must not have arisen through their own fault.
line 24	A copy of the complete rental agreement from the calculation period or a payment receipt (e.g. bank statement) from the calculation period for payment of the rental costs must be attached.
line 25	If persons are listed here, copies must be attached as proof (marriage certificate, birth certificate(s) of the child(ren), certificate of registration of the civil partnership, maintenance title).
line 26	A certificate from the health insurance fund (or a copy) or a payment receipt (e.g. bank statement) from the calculation period must be attached. The certificate must state the amount of the contribution paid during the calculation period (not older than one year).
line 27	Regular incoming payments, e.g. through wage work, public benefits or support payments by parents, must be declared and documented. The documents must show what you live on. The semester ticket office reserves the right to check the information. The following copies are suitable as proof: <ul style="list-style-type: none"> - Contracts of employment, certificates of earnings of the Heizeilmännchen, other student employment agencies or of the employer (for each month of the calculation period) - Current account statements from the calculation period - Decisions on public benefits such as BAföG, housing benefit, child benefit, parental benefit, scholarships, pension, SGB, etc. (incl. all calculation forms of the calculation period). - In the case of maintenance income: written maintenance declaration by the supporting person(s) stating the amount, period, date and signature of the supporting person(s) (e.g. parents, relatives, friends).
line 28	According to § 2b No. 7 of the Social Fund Statutes, the repayment of debts can be offset against requirements if they arose from an expedient necessity. For this purpose, the type of debt and the extent of the monthly encumbrances resulting from the repayment must be proven, e.g. by a copy of the instalment payment agreement. Only payments already made can be accepted.
line 29	A medical certificate from the calculation period must be submitted here.
line 30	If a housing benefit notice from the calculation period is available, a copy must be attached to the application.
line 31	The main residence must be documented by a registration certificate or rental agreement. A copy of the additional ticket must also be enclosed. If the main place of residence is outside the Berlin ABC tariff zone and the additional ticket was purchased, an amount of one sixth of the additional ticket fee must be deducted from the creditable income each month.
line 32	According to § 2c of the Social Fund Statutes, assets are an available sum of € 5,000 or more.
line 33	Do not forget: Applications without date and signature cannot be processed.

The application is to be sent to:

Semesterticketbüro des AStA FU Berlin
Thielallee 36
14195 Berlin

The application must be received **by four weeks after the deadline for re-registration of the application semester**. For students who are enrolling for the first time at a university within the area of application of the Basic Law or for a new degree programme at the FU or who are participants in the Studienkolleg, the application **deadline ends four weeks after the date of enrolment**. Applications received after this date cannot be processed. **The payment obligation and the payment deadlines specified by the enrolment office remain unchanged in the case of an application for a grant.** A re-registration or matriculation is only possible after the university has received the full amount of the grant. If the documents for enrolment have not been properly submitted by the 15th calendar day before the start of the semester and the fees have not been paid in full, it cannot be guaranteed that the student is entitled to travel on the first day of the semester.

For more information the Semester Ticket Office may be reached:

Tel.: 030 - 83909140

E-Mail.: semstixbuero@astafu.de

If you want to talk to us in person, the current opening hours can be found on our website:
<http://www.astafu.de/semstixbuero/>

State: October 2019