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ALLGEMEINER STUDIERENDENAUSSCHUSS
DER UNIVERSITÄT HANNOVER

UNIVERSITÄT HANNOVER

Application for Canteen Free Meal Scheme (Mensafreitisch)

Pursuant to the Canteen Free Meal Ordinance (Mensafreitisch-Ordnung, hereinafter: MFO) - AStA of Leibniz University Hannover

Legend & Instructions for Completion

- Fields marked with * are mandatory and must be completed in full. Grey-shaded fields are to be completed by the AStA or Budget Committee.
- Application Deadlines (Sec. 3(2) & (3) MFO): Half-year free meals by 31 October (for Jan.-June) or 30 April (for July-Dec.); monthly free meals at any time (at least 1 week before desired start). If documents are missing, a 2-week grace period applies from notification (Sec. 3(4) MFO).
- Submission: Submit in full with all supporting documents by email (PDF) or in writing/in person to the AStA of LUH (Welfengarten 2c, 30167 Hannover).
- Note (Sec. 1 No. 4 MFO): Canteen free meals are a voluntary social benefit of the Student Body; there is no legal entitlement.
- Please read the notices in the boxes carefully. By signing at the end (Page 4), you confirm that you have taken note of them.

Type of Free Meal Applied For* (Sec. 1 No. 2 MFO - Please check as applicable)

☐ Monthly Free Meal (for 1 month / 4 weeks) ☐ Half-Year Free Meal (for 1 half-year: Jan.-June or July-Dec.)

Entitles you to receive one free or subsidized hot main meal in the canteens of the Studierendenwerk Hannover (Sec. 1 No. 1 MFO).

BLOCK 1 - Personal Details, Free Meal Period and Living Situation

1.1 Applicant's Personal Details

Last Name, First Name*	Matriculation Number (LUH)*	Application No. / ID (for AStA use only)

Email Address (for queries, follow-up deadlines & decision notice)*	Phone Number (optional, for queries)

Current Residential Address (Street, House No., Postal Code, City)*

1.2 Requested Period & MensaCard / LeibnizCard Details (Sec. 1 No. 2, Sec. 2(1) MFO)

Requested Period* (Desired month or half-year Jan.-June / July-Dec.)	MensaCard / LeibnizCard Number (if required)

Declarations on Prior Receipt & Double Funding (Sec. 2(1) lit. c-d, Sec. 5(7) MFO)*

☐ No half-year free meal received in the previous half-year (for half-year apps) ☐ No simultaneous receipt of monthly & half-year free meal

1.3 Housing Costs, Household Community & Health Insurance (Sec. 4(2) MFO)

Monthly Warm Rent (your own share incl. utilities)* [EUR]	Household Community (Bedarfsgemeinschaft, Sec. 4(2a) MFO)* ☐ None (single) ☐ With partner ☐ With child(ren)
Monthly Health & Nursing Care Insurance Contribution* [EUR]	If living with child(ren) in household: Number & age of children

Note on Supporting Documents (Sec. 4(2) MFO): For warm rent (eligible up to max. 499.00 EUR/month), proof of rent payment on your bank statement or the relevant pages of your lease (rent amount/tenant) is sufficient. Please prove health/care insurance via bank statement or insurance notice (enter "0.00" if exempt/family-insured).

BLOCK 2 - Income Situation (Last 3 Months)

2.1 Monthly Net Income in the Last 3 Months Before Application (Sec. 4(1) & (3) MFO)

NOTE ON INCOME ASSESSMENT & REDACTION OF BANK STATEMENTS:

Please enter all net income from the last 3 months prior to your application (or since your last application for follow-up applications). Attach complete bank statements for all accounts covering the last 3 months as well as relevant notices (e.g. BAföG notice, payslips).
- Data Protection Note on Bank Statements: Incoming payments are decisive for the income assessment. Outgoing payments (recipients and payment purposes) may be blacked out/redacted, unless they serve as proof of rent, health insurance, or claimed additional expenses (Sec. 4(4)).

No.	Type / Source of Income (Sec. 4(3))	Month 1 [EUR]	Month 2 [EUR]	Month 3 [EUR]	Average [EUR]
1	Net employment income (employed & self-employed, Sec. 4(3a))				
2	BAföG benefits and educational loans (Sec. 4(3b))				
3	Maintenance/support from parents, relatives, partner (Sec. 4(3c))				
4	Scholarships / grants (Sec. 4(3e) - excluding student loans)				
5	Child benefit (own & for own children) / parental allowance (Sec. 4(3d))				
6	Citizen's benefit (SGB II) / housing benefit / social or sick pay				
7	Pensions (e.g. orphan's / half-orphan's pension, Sec. 4(3e))				
8	Monthly payouts / releases from a blocked account (Sperrkonto)				
9	Other recurring income / financial support from third parties				
Sum	**TOTAL MONTHLY NET INCOME* [EUR]:**				

CALCULATION BASIS & MAXIMUM INCOME LIMIT (SEC. 4(1) & (2) MFO):

- Maximum Income Limit (Sec. 4(1) Sent. 3 MFO): Your total monthly income must not exceed the current maximum BAföG rate (currently 992.00 EUR). Higher income excludes eligibility.
- Calculation of Financial Need (Sec. 4(1) & (2) MFO): Your income is compared against the monthly standard allowance under Sec. 20(2) Sent. 1 SGB II (currently 563.00 EUR; plus applicable standard allowances for a partner and children in your household community), your own share of warm rent (up to max. 499.00 EUR), your health/long-term care insurance contributions, and recognized hardship allowances (Sec. 4(4)).
- Irregular Income: Fluctuating income is averaged over the 3-month assessment period.

BLOCK 3 - Assets & Recognized Hardship Allowances

3.1 Assets at the Time of Application (Sec. 4(3) lit. f-h MFO)

PROTECTED ASSETS, BLOCKED ACCOUNTS & STUDENT LOANS (SEC. 4(3) LIT. F-H MFO):

Please state all existing assets truthfully and completely as of the time of application.

- Protected Asset Allowance (Sec. 4(3) lit. f MFO): Assets up to 4,500.00 EUR are protected and exempt from consideration. Freely available assets exceeding this threshold are included in the assessment.
- Blocked Accounts / Sperrkonten (Sec. 4(3) lit. g MFO): Funds held in blocked accounts that are demonstrably not freely accessible are not considered available assets.
- Student Loans (Sec. 4(3) lit. h MFO): Your protected asset allowance increases by the amount of any student loan payout currently in your account that has not yet been spent on ongoing living expenses.

No.	Asset Type / Account Category	Bank / Institution (no IBAN required)	Current Balance [EUR]
1	Checking Account 1 (Main account for payments)*		
2	Additional Checking / Savings / Call Money Account		
3	Online Payment Services (PayPal, Wise, Revolut, etc.)		
4	Cash, Securities, Brokerage, Crypto Assets, Other		
Sum	**TOTAL FREELY AVAILABLE ASSETS* [EUR]:**	Base Allowance: 4,500.00 EUR	
5	Unspent student loan payout on account (Sec. 4(3h))	Increases allowance (attach proof)	
6	Non-accessible balance in blocked account (Sec. 4(3g))	Exempt (attach blocking notice)	

3.2 Recognized Hardship Allowances (Sec. 4(4) lit. a-h MFO - if applicable)

Hardship Categories Sec. 4(4) lit. a-d (Please check if applicable)

- ☐ a) Illness or disability (up to 250 EUR/month)
- ☐ b) Pregnancy from 2nd trimester (up to 200 EUR/month)
- ☐ c) Studying with child - min. 1 minor child (up to 400 EUR/m.)
- ☐ d) Time-intensive care of close relatives (up to 250 EUR/m.)

Hardship Categories Sec. 4(4) lit. e-h (Please check if applicable)

- ☐ e) Final study phase / thesis (min. 3 mos., up to 100 EUR/m.)
- ☐ f) Unpaid/low-paid mandatory internship (up to 100 EUR/m.)
- ☐ g) Severe work permit restrictions (up to 150 EUR/month)
- ☐ h) Special burdens (childcare costs, long-term tuition fees)

Brief explanation of hardship / special burden (IMPORTANT: Please do NOT state medical diagnoses!)	Claimed Amount [EUR/month]

☐ Explicit Consent pursuant to Art. 9(2)(a) GDPR (only required if claiming a) illness/disability or b) pregnancy): I explicitly consent to the AStA and the Budget Committee of the StuRa processing my voluntarily submitted supporting documents relating to health data or pregnancy exclusively for the purpose of assessing my application. I may revoke this consent at any time with effect for the future by emailing the AStA.

BLOCK 4 - Legal Declarations, Checklist, Data Protection & Signature

4.1 Binding Declarations & Eligibility Requirements (Sec. 2, Sec. 5(7) & Sec. 6(1) MFO)

BINDING DECLARATIONS OF THE APPLICANT:

By signing below, I bindingly declare and confirm:

1. Enrollment (Sec. 2(1) lit. e MFO): I am officially enrolled as a student at Leibniz University Hannover (LUH) (for half-year free meal applications, throughout the entire requested grant period).
2. Financial Hardship & Grounds for Exclusion (Sec. 2(1) lit. a, c, d & Sec. 5(7) MFO): I am experiencing severe financial hardship (Sec. 4 MFO), do not receive full coverage of meal costs from any other source (e.g. inpatient stay), do not simultaneously receive a monthly and half-year free meal, and - if applying for a half-year free meal - did not receive a half-year free meal in the preceding half-year.
3. Impartiality (Sec. 2(1) lit. f MFO): Apart from submitting my own application, I am not involved in processing or deciding on this application.
4. Duty of Immediate Notification (Sec. 6(1) MFO): If my financial situation improves significantly, the financial hardship ceases to exist, or I am disenrolled (exmatriculated), I will notify the AStA immediately (by email).

4.2 Document Checklist (Please attach required supporting documents)

- ☐ Current Certificate of Enrollment (Immatrikulationsbescheinigung) of Leibniz University Hannover for the requested period
- ☐ Complete bank statements for all accounts for the last 3 months (incoming payments visible; irrelevant outgoing items may be redacted)
- ☐ Proof of warm rent: Current rent payment on bank statement or relevant pages of the lease agreement (names, rent amount)
- ☐ Proof of health and nursing care insurance contributions (bank statement or certificate) and, if applicable, BAföG/salary/benefit notices
- ☐ If applicable: Proof of blocked account (Sec. 4(3g)), student loan payout (Sec. 4(3h)), or hardship allowances (Sec. 4(4) - no diagnoses)

4.3 Data Protection Information pursuant to Art. 13 GDPR in conjunction with Sec. 7 MFO

MANDATORY DATA PROTECTION INFORMATION (ART. 13 GDPR & SEC. 7 MFO):

1. Controller: Student Body (Verfasste Studierendenschaft) of Leibniz University Hannover, represented by the AStA, Welfengarten 2c, 30167 Hannover (Email: info@asta-hannover.de).
2. Purposes & Legal Basis: Your personal data is processed pursuant to Art. 6(1)(c) & (e) GDPR in conjunction with Sec. 7 MFO exclusively for assessing and processing your free meal application. Where you voluntarily submit special categories of personal data (health/disability or pregnancy data under Sec. 4(4) MFO), processing is based on your explicit consent pursuant to Art. 9(2)(a) GDPR.
3. Recipients & Access Rights (Sec. 7(3) & (4) MFO): Access is restricted exclusively to authorized AStA staff, members of the Budget Committee (Haushaltsausschuss) appointed by the Student Council (StuRa), and LUH within the scope of legal supervision. If a half-year free meal is granted, your name will be transmitted to the Studierendenwerk Hannover to verify eligibility (Sec. 7(3) MFO).
4. Retention Period (Sec. 7(5) MFO): In accordance with budgetary regulations, application documents are retained for 8 years and subsequently deleted or destroyed.
5. Data Subject Rights: You have the right of access (Art. 15), rectification (Art. 16), erasure (Art. 17), restriction of processing (Art. 18), withdrawal of consent (Art. 7(3) GDPR), and the right to lodge a complaint with the State Commissioner for Data Protection of Lower Saxony (LfD Niedersachsen).

4.4 Affirmation of Accuracy & Legal Consequences (Sec. 6 MFO)

AFFIRMATION OF ACCURACY & CRIMINAL LAW NOTICE:

I affirm that all information provided is true and complete. I am aware that false or incomplete statements or failure to report changes pursuant to Sec. 6(2) & (3) MFO will result in revocation of the grant, repayment/compensation for benefits already received, and exclusion from future procedures, and may result in criminal prosecution - in particular for fraud (Sec. 263 StGB) or obtaining benefits by devious means (Sec. 265a StGB).

Place, Date*	Signature of Applicant*

1st Review (Budget Committee, Sec. 5(2))	2nd Review (Budget Committee, Sec. 5(2))	Resolution Budget Committee (StuRa, Sec. 5(1))