

**Verification and Request:**

AStA Uni Hannover  
Welfengarten 1  
30167 Hannover

**Stamp and submit to:**

ServiceCenter Uni Hannover  
Welfengarten 1  
30167 Hannover



## Request on refund of the student ticket

Applicant:

(if required, we will return your student card to this address)

Surname		First name	
Matriculation-No			
Street/No.		Address addition, c/o, Dorm no.	
Zip Code	City		
Email address (giving your email address is voluntary and solely serves the purpose of getting in contact)			

**Hereby, I request the refund of the student ticket for the following semester**

<input type="checkbox"/> Winter semester 20 /	<input type="checkbox"/> Summer semester 20
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**The reason for the refund is (further information overleaf!)**

- ☐ Voluntary stay outside the ticket's range of validity for means of study for more than 120 consecutive days during the semester, e.g. internship, doctorate or stays abroad
- ☐ Mandatory practical semester and/or semester abroad *(only amount of the state-wide student ticket)*
- ☐ de-registration until:  *(only partial refund possible)*

**I would like to receive the refund by bank transfer to the following account:**

Account holder	
IBAN	
BIC	

**By signing this form, I assure the information given is correct.  
I have read the privacy policy overleaf.**

Place/Date

Signature

<b>Not to be filled out by applicant!</b>	
<input type="checkbox"/> only GVH	Hereby it is confirmed that the applicant's student ID is no longer valid as a student ticket.
This is to confirm that the exemption applies.	
Date/stamp/signature matriculation office	Date/stamp/signature AStA

## Information for refunds

**Please read the following conditions before filing a request.** In case you have questions which are not answered here, feel free to contact us via email: [mobilitaet \[at\] asta-hannover.de](mailto:mobilitaet@asta-hannover.de). **The complete refund can be applied for from the time the student ID can be validated for the specific semester until one month after the beginning of the semester.** The signature on the form has to be that of the applicant, the remaining process can be conducted by another person.

An exemption from the student ticket based on the entitlement to carriage that is expressed through a pass for severely disabled or handicapped people is processed by the Registration Office.

## Complete refund with 120-day regulation & mandatory practical semester and/or semester abroad

**Step 1:** Fill out this form (available at the university's service center and AStA or printable).

**Step 2:** Visit the cashier's office hours at the AStA with the required verifications as well as your student ticket or send everything to us by post (deadline is one month after the lectures start). We need the following verifications:

- In case of an internship outside the ticket's range of validity (i. e. the state borders of Lower Saxony and Bremen) for **120 consecutive days**: some kind of contract with the employer or the like. Delicate information such as payment details are to be blacked out in advance. In case of a doctorate outside the ticket's range of validity, we need a report on the reason, place and period of the study-related absence from the place of study by the supervising teacher. In case of a semester abroad, please provide a learning agreement handed out by the respective university.
- In case of **mandatory practical semesters and/or semesters abroad** (i. e. a semester at a company or at another university that must be included in your course of studies): according proof of the cooperating university or company must be provided. Here, we can only reimburse the share of the state-wide student ticket (Landesweites Semesterticket).

**Step 3:** We will check your verifications and confirm validity on the form.

**Step 4:** We forward your application and your student card to the Registration Office (Immatrikulationsamt). The newly validated student card will be returned to the given address on the front page. Alternatively, you can take your application and card to the Registration Office by yourself.

## Partial refund in case of de-registration

You do not have to submit a request for refund if you de-register until one month after the beginning of the semester. The refund will be managed by the university. After that, only a partial refund is possible. The amount of the partial refund depends on the duration of the semester until that point. For example, with de-registration until the end of the 2nd month (31 May/30 November): 146 € | 3rd month 109.50 € | 4th month: 73 € | 5th month: 36.50 €.

**Step 1:** The removal of the ticket imprint will be done by the Service Center/ Registration Office. Deletion, including the date, must be confirmed on the application form overleaf by the Service Center/ Registration Office.

**Step 2:** Hand it in at the Service Center/ Registration Office or at the AStA.

## Private policy

The information concerning the request is collected by the AStA of the Leibniz University Hannover. Furthermore, the submitted certificates will be stored and processed. Submitting your email address is voluntary and solely serves the purpose of contacting you in case of further inquiries. Both the Leibniz University's fees regulation and the agreement of the state-wide student ticket Niedersachsen/Bremen in public transportation as well as the agreement with the GVH, in their respectively recent versions, serve as the legal basis. All collected data is processed by the AStA in order to validate the refund. The information can be consulted by Niedersachsentarif GmbH (Schillerstraße 31, 30159 Hannover) as well as third parties mandated by the latter as part of checking processes. In cases of students twice matriculated, the information is compared with other universities as part of checking processes. All saved information will be stored for one year. The period of storage starts with the end of the semester requested for refund.

A right of inquiry exists, and, additionally, a right of correction concerning the stored personal information during the period of allowance. Complaints concerning the adherence of this privacy policy can be sent to the Leibniz University's responsible privacy officer (email: [datenschutz@uni-hannover.de](mailto:datenschutz@uni-hannover.de)).

### AStA Uni Hannover

Phone: 0511 762 5061 | [www.asta-hannover.de](http://www.asta-hannover.de) | [semesterticket \[at\] asta-hannover.de](mailto:semesterticket@asta-hannover.de)

#### Visiting address

AStA-Büro  
Theodor-Lessing-Haus  
Welfengarten 2c  
30167 Hannover

AStA-Servicebüro  
Hauptmensa  
Callinstraße 23  
30167 Hannover

#### Postal address

AStA Uni Hannover  
Welfengarten 1  
30167 Hannover

### ServiceCenter Uni Hannover

ServiceCenter  
Gottfried Wilhelm Leibniz Universität Hannover  
Welfengarten 1  
30167 Hannover