

Information for the refund of the semester ticket fee

Important: Please read the following information carefully. If you miss the deadlines, the refund cannot be granted.

Reasons for refund

- **Semester Abroad**
Proven stay outside the RMV/RNN-area for study abroad for at least 3 months during the respective semester.
- **Internship**
Proven stay outside the RMV/RNN-area for an internship for at least 3 months during the respective semester.
- **Double degree**
Double matriculation at two Universities with RMV/RNN semester tickets. The cheaper ticket can be refunded.
- **Illness**
Health reasons that hindered the student in using public transport for at least 3 months in the respective semester. Doctor's certificate necessary.
- **Doctoral Studies or successful thesis application**
For doctoral students and students with no more lecture requirements at Hochschule Geisenheim University, since all prerequisites for the Bachelor/Master thesis have been fulfilled (please hand in a confirmation from the examinations office). Your permanent residence has to be outside the RMV/RNN area, including Oestrich-Winkel-Ingelheim and Bingen-Rüdesheim ferries.
- **Severe disability**
People registered as severely disabled according to SGB IV. Proof of possession of Supplement to Disability Pass and the corresponding stamps is necessary.
- **On-leave semester**
On-leave semester while maintaining matriculation.

When can I apply for a refund?

Please **ensure** that you meet the **deadlines** for **application** and **re-validation** of the chipcard. If you miss the deadlines, the refund cannot be granted!

Your application form needs to be submitted by **April 15** (summer semester) or **October 15** (winter semester). Please note that all necessary documentation must be submitted to the Admissions Office together with your application form by these dates.

The **re-validation** has to be done **by April 20 / October 20 at the latest**. The Admissions Office (*Studierendenbüro*) has to be informed about the re-validation (you can personally present your card at the Admissions Office or send us an email: studierendenbuero@hs-gm.de). If the re-validation is done later, the refund cannot be granted.

If the reason for application is illness, the application form can be submitted within the first 4 weeks of the semester lecture period of the following semester.

How do I apply for a refund of the semester ticket fee?

Please complete the **form** (on the homepage) and hand it in (in person or by post), including all required documentation, to the Admissions Office:

Studierendenbüro der Hochschule Geisenheim
Von-Lade-Straße 1
65366 Geisenheim

What documentation do I need to submit?

To approve your application, the following verifications are required:

- **Semester abroad**
Enrolment certificate of the host university or Certificate of Arrival
Important: The certificate has to include the duration of your stay by stating the dates (from... to...). The indication “summer” or “winter semester” is not sufficient. A Certificate of Admission cannot be accepted.
- **Internship**
Internship certificate
Important: The duration of the internship has to be stated by the specific dates (from - to) and the certificate has to include the address of the internship placement.
- **Severe disability**
Copy of the Disability Pass and a copy of the Supplement to Disability Pass with relevant stamps (*Beiblatt zum Schwerbehindertenausweis mit gültiger Wertmarke*).
- **Doctoral studies or successful thesis application**
Current residence confirmation (*Meldebesccheinigung*), showing that your place of residence is outside the RMV / RNN area (including Oestrich-Winkel-Ingelheim and Bingen-Rüdesheim ferries) **and** certificate from the PhD committee / certificate from the examinations office that you fulfil the requirements to register for the Bachelor / Master Thesis and that you do not have to visit any courses / lectures on the campus anymore
- **On-leave semester**
Semester enrolment certificate showing that your on-leave semester has been granted.

- **Double degree**

Copy of your semester ticket from the second university and a detailed list of the semester ticket fee from the second university (available on the homepage or from the Admissions Office).

- **Illness**

Doctor's certificate confirming that the use of public transport was not possible for at least 3 months in the semester because of illness.

I submitted my application and all required documents. What happens now?

As soon as your application is received by the Admissions Office it will be processed. If your application is granted we will make the changes in our student card system. You will then receive an info email and will have to re-validate your chipcard (please note the deadlines for re-validation: April 20 / October 20). The semester ticket will now be removed from the chipcard.

Please notify the Admissions Office about the re-validation so that the refund can be then made. You can notify us in person or by email: studierendenbuero@hs-gm.de

If your application is unsuccessful, you will receive written notification.

Here is the procedure in short:

- Submit your application including the required documents to the Admissions Office by **April 15 / October 15**
- Wait for info email then re-validate your chipcard by **April 20 / October 20 at the latest**
- Notify the **Admissions Office** about the re-validation (by email or in person)
- Wait until you receive the refund in your bank account

How long does it take until I receive my money?

Please check your bank account regularly for a few weeks after the application. Please understand that the transfer might be delayed in some cases.

When can I use my semester ticket again?

The contractual arrangement with the transport associations implies that the ticket can be used again from August 1 (summer semester refund) or February 1 (winter semester refund).

Further questions? Please contact us in the Admissions Office:

Email: studierendenbuero@hs-gm.de

Telephone: +49 6722 502 700

Office

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Müller-Thurgau Haus

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