

Signature of the applicant

Privacy Policy

The data provided in the application is collected by the AStA of the TU Braunschweig. In addition, the submitted evidence is stored and processed. Providing an email address is voluntary and is only used by the AStA-Service to contact you if they have any questions. The contribution regulations of the student body of the TU Braunschweig, the contract for the purchase of the Germany semesterticket, and the contract on the processing of personal data under the joint responsibility of the parties in accordance with Art. 26 GDPR (including annexes), in their currently valid versions, serve as the legal basis for the collection and processing of this data. All data collected will be processed by the AStA-Service of the Technical University of Braunschweig in order to carry out the refund. The data may be viewed for auditing purposes by Niedersachsentarif GmbH (Schillerstraße 31, 30159 Hannover) and third parties commissioned by it. All stored data and documents are kept for one year. The retention period begins at the end of the semester for which the refund was requested.

You have the right to access your stored personal data during the approval period and also the right to have it corrected by the AStA. Complaints regarding compliance with data protection regulations can be addressed to the responsible data protection officer at TU Braunschweig: Tel. +49 (0)531/391-7655, email: datenschutz@tu-braunschweig.de

Information on refunds

When is a refund possible?

You can apply for a full refund of the semester ticket fee from the moment you can access your semesterticket online (after paying the semester fee) – or, if you do not have a digital device - as soon as you receive your chip card. If you have activated your ticket for the coming semester before the new semester begins, the new period will be displayed, but the ticket will not yet be active. Whether the ticket is active or not is irrelevant to us. The only important thing is that the corresponding period is displayed in the new semester.

Deadlines

The application deadline is two months after the start of the semester (May 31/November 30). Applications that are not submitted to us in full and correctly (including the relevant supporting documents) within the specified period will be rejected. It is not possible to submit missing documents after the deadline. Notwithstanding this, in the case of “late enrollment + doctoral-related stay abroad,” the application deadline ends three weeks after receipt and resulting usability of the Germany semester ticket for the current semester.

Refund of the Germany semester ticket

The following steps must be observed when applying:

1. **Transfer semester fees:** Transfer the semester fee (including semester ticket) for the semester to be reimbursed.
2. **Activate your semester ticket:** Activate your semester ticket for the semester to be reimbursed using your TU login (y-number + password). If you have a chip card, wait until it arrives.
3. **Fill out the application:** Fill out and sign the application for a semesterticket refund.
4. **Collect the evidences:** Collect the evidences for semester ticket refunds. Appropriate evidence must be provided in the following cases:
 - **Semester of leave:** Approval of the semester of leave by the registration office.
 - **Dual enrollment Germany semester ticket:** Certificate from the other university confirming that you have paid the semester fee, including the fee for the semesterticket.
 - **Entitlement to transportation based on a severely disabled person's pass:** The severely disabled pass with the token valid for the entire semester. If the token is not valid for the entire semester, the application must be submitted within the specified deadlines despite the incomplete period. As soon as the token for the remaining semester is available, it must be submitted; only then can the contribution be paid out. Payment after the end of the semester to be reimbursed is no longer possible.

○ **Stay abroad for study purposes (e.g., studying abroad, internship, doctoral studies) for at least 3 months:**

The document must indicate the relevance to the studies and the duration of the stay (at least 3 months in the semester to be reimbursed). This applies regardless of whether your stay abroad is mandatory or voluntary.

■ **Study reference:**

- Study visits to companies abroad: The relevant employment contract/certificate must indicate the study-related nature of the visit (e.g., master's thesis, doctoral thesis, student internship). If, for example, you are working abroad for a company solely to earn a living, this is not sufficient for reimbursement. For internship or employment contracts, please black out sensitive data such as salary payments on the copies.
- Study abroad at a university: If you are studying at a university abroad, the evidence could be provided, for example, by a certificate from the university.

■ **Length of stay:**

- The stay must be for at least 3 consecutive months in the semester for which you want to be reimbursed. The semester at TU Braunschweig is used as a basis here, as you also pay your semester fee for this semester.

For example, if you want to be reimbursed for your semesterticket in the winter semester and your stay abroad runs from September 1 to November 30, this is not sufficient for a refund, as only 2 months of this period fall within the winter semester at TU Braunschweig.

In addition, the stay should be clearly dated (e.g., 10/01/24 - 05/31/25). If, for example, the foreign university issues you with a certificate stating that you are studying there in the winter semester, this is not sufficient for confirmation, as the semesters at foreign universities may differ from our semesters.

○ **Late enrollment + stay abroad (only for doctoral studies):**

We need the evidence that the delay in enrollment was not your fault and the evidence of your doctoral-related stay abroad (e.g., company or university abroad). The minimum duration of the stay abroad depends on the date of enrollment:

- If you are enrolled within the first three months of the semester, the doctoral-related stay abroad must be at least three months long.
- If the remaining period between enrollment and the end of the respective semester is less than three months, you must stay abroad for doctoral purposes on all remaining calendar days of the semester.

5. **Handover to AStA Service:** The application for a semester ticket refund, including evidence documents, must be submitted to the AStA Service. The documents can be submitted by email to asta-service@tu-braunschweig.de, by post, or in person at the address below. If the application is submitted by email or post, please ensure that no photos or poorly legible scans (< 200dpi) are sent. The AStA of the TU Braunschweig reserves the right not to process these.

Contact

AStA der TU Braunschweig
-AStA-Service-
Katharinenstr. 1
38106 Braunschweig

asta-service@tu-braunschweig.de
<https://astatubs.de/>

Office hours: Mon-Thu: 10:00 a.m. - 2:00 p.m. (please note vacation periods)