

## **Information sheet on the hardship application for the refund of the mobility contribution.**

### **1. The refund:**

Students of the Bonn-Rhein-Sieg University of Applied Sciences can have their mobility fee reimbursed by the student body. To do so, a written hardship application must be submitted to the AStA. The application can only be submitted for the current semester. A retroactive refund is not possible. In addition, the application for reimbursement can only be submitted one time in a semester. The prerequisite for the refund is that the student has paid the semester fee including the mobility fee and is in a financial emergency situation.

### **2. The application:**

The reimbursement of the mobility fee is intended to help students who are in financial need in connection with their studies at the university. The student parliament (budget committee) decides on the application on the basis of the circumstances of the individual case on the proposal of the AStA (social department). In the written application, the person concerned must comment on the following points and, as far as possible, support this with documents:

- o What are you studying and in which semester are you?
- o What do you need the money for?
- o What is the total amount of your monthly income? / Where does the income come from?
- o Do you receive e.g. Bafög? If yes, how much?
- o Do you have a job? If so, how much do you earn?
- o Do your parents support you financially? If yes, with what amount?

How much are your regular (mandatory) expenses?

- o How much is your rent (including utilities)?
  - o Which insurances do you have and how much do you pay for them?
  - o How high is your average telephone bill?
  - o Do you have debts? If so, how much are they and what is the obligation?
- obligation?

All information must be documented in writing, if possible. If necessary, the AStA can demand further explanations from the person concerned in order to prepare the decision. In any case, the bank details must be provided.

### 3. Required documents:

Together with the written application form, there have to be provided the following documents as copies:

- Student ID card or certificate of
- ID Card or passport
- Registration card (not older than two weeks)
- Account statement of the last three month of all bank accounts
- Vehicle registration document
- If so account statements of the marriage partner
- If so rejection notice of the BAföG
- If so rejection notice of the accommodation allowance
- If so rejection notice of the dwelling allowance
- Possible contract of employment
- Completely filled-in application of loan
- Complete information about earnings and expenses:
  - Earnings form a job
  - Expenses for the rent
  - Expensese für the utilities
- Information on further assets (car,...)
- Information on open payment obligations

IN case of a foreign student:

- Visa
- Work permit

All documents can be brought in the original. The AStA can make the necessary copies so that the student has no more costs.

The AStA has the right to claim further documents for the decision-making.

Questions concerning the granting of the refund can be asked during the air time of the AStA's social welfare officer. For the findings of a meeting time just write an e-mail to: [hochschulpolitik-und-soziales@asta.h-brs.de](mailto:hochschulpolitik-und-soziales@asta.h-brs.de)