

Application for support from the SoliTicketFund



Main application form to the SoliTicketFund of the ASStA (student committee)

My personal data

name, first name:	matriculation number:
street and house number:	e-mail:
postal code and place:	phone number.:
name of bank:	account holder: (if different from the applicant)
IBAN:	

Information about my income (for help and explanations, see the application annex)

regular monthly income	amount in € (applicant)	amount in € (applicant)
BAföG		
educational loan/ scholarships		
income from employment (monthly average)		
income from self-employment / freelance activity (monthly average)		
housing allowance (Wohngeld)		
other income: (e.g. own child benefit, orphan's pension, accident/ occupational disability pension, income from renting and leasing)		
support payments from parents		
Total (to be filled in by ASStA)		

Information on my assets (for help and explanations, see application annex)

nature of assets	amount in € (applicant)	amount in € (applicant)
bank balance (all accounts)		
cash assets		
other assets		
Total (to be filled in by ASStA)		

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Information about my monthly expenses (for help and explanations, see application annex)

type of expense	amount in €
self-payd health insurance contributions	
support payments for own children or spouse	
debt repayment from education loans (monthly rate) (no BAföG loan)	
rental costs (incl. operating and service charges)	

Breakdown of the rental costs: rent, gas, electricity, possibly house cleaning, broadcasting fees, internet:

item (indicated in the same order as on attached bank statements)	amount in €

1/6th of the semester ticket fee (to be filled in by AStA)	
Total (to be filled in by AStA)	

Information about own children

number			
age	child 1:	child 2:	child 3:
single parent (please tick)	<input type="checkbox"/> yes	<input type="checkbox"/> no	

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My explanations to the application

I have applied for the following social benefits, but they have not yet been approved/rejected. (as long as there is no notification, we cannot make a final decision)	
I have attached to the application a personal statement on the following points (e.g. why was no housing allowance applied for)	

All income and expenses must be proven by the bank statements and must be **marked** accordingly. All income shown on the bank statements must be listed on the application form. (Explanations on the following pages of the application form)

I hereby confirm that all information I have provided is true and correct. I have also enclosed all the enclosures required in the checklist on page 4 **in the order given**. I am aware that if false information is provided, no financial support can be granted.

Place, date

Signature of applicant

Written consent in accordance with data privacy provisions

All personal data indicated in the application, in particular name, address, telephone number, bank details and other personal information required for the purpose of processing the application will be collected.

Upon completing the application and payment process, applications and all personal data will be collected together in a separate folder, exclusively in hard copy, and stored securely for accountability purposes. For the benefit of the applicant, it is neither intended nor permissible to use personal data beyond the above-stated scope or to collect additional information in any way.

Rights of person(s) concerned: information, correction, deletion and blockage, right of objection

You are entitled at any time in accordance with Art. 15 of the General Data Protection Regulation (GDPR) to request full information on data stored concerning you from the General Students' Committee of HNE Eberswalde.

In accordance with Art. 17 of the GDPR, you may demand the correction, deletion or blockage of parts of your personal data by the General Students' Committee of HNE Eberswalde.

You may also exercise your right of objection at any time, without citing grounds, and amend your informed consent or revoke it entirely with regard to any future usage. You may express your objection either by post, e-mail or fax to your contractual partner. No costs are incurred beyond the postage or forwarding according to existing base rates.

Place, date

Signature of applicant

Checklist for the application to the SoliTicketFund (annex)

Copies of the following documents must be submitted in the following order (please tick off)
(Originals are to be submitted on request if necessary)

- completed and signed application form for support from the SoliTicketFund
- certificate of matriculation (download via "My EMMA" / certificates)
- university certificate of payment of the semester fee (download via "My EMMA" / certificates)

Proof of income

- BAföG decision or conclusive, meaningful explanation why the applicant does not receive or has not applied for BAföG**
- housing allowance notice or conclusive, meaningful explanation why the applicant does not receive or has not applied for housing allowance**
- and all other notifications of income (educational loans, scholarships, ...)

** in principle, only those who have demonstrably made an effort to obtain support from the relevant authorities are entitled to receive money from the SoliTicketFund. It should be noted that applications from applicants who do not apply for or make use of public benefits to which they are entitled (BAföG, social benefits, housing benefit) on their own responsibility will be rejected.

Proof of expenditure

- rental agreement (in case of shared rental costs, a confirmation from the co-tenant) or proof of expenses for rent and household operating and service charges
- account statements from 3 full months before application (from all accounts)
 - account transactions not related to the application can be blacked out
 - be recognizable in the statement and must be **marked**:
 - current account balance
 - wage payments
 - other income (support payments from parents, child benefit, etc.)
 - rent and service charge payments (gas, electricity, possibly house cleaning, broadcasting fees)
 - health insurance contribution payments
 - other expenses to be claimed (e.g. current educational loan instalments paid)
 - all other amounts to be claimed

child allowances

- if applicable: birth certificate of the child(ren) (for crediting the corresponding allowances)

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Guide to the SoliTicketFund application (doesn't need to be printed out)

The SoliTicketFund is a solidarity fund from which students with special needs can be supported in financing their studies by the student body of the HNEE through a contribution to the semester ticket fee.

Where and how to submit?

- applications must be submitted **in printed form** and addressed to the AstA of the HNE (postal mail/delivery at the AstA office/ drop in the mailbox of the HNE mail office)
- **The deadline is the arrival of the application documents at the HNE**

Application deadlines

summer semester: **01.03. – 30.04.**

winter semester: **01.09. – 31.10.**

Applications submitted after this deadline can no longer be considered!!!

Further information on the calculation of indigence

The following maximum amounts are included in the calculation:

- the maximum disposable income after deduction of eligible expenses must not exceed € 452.00
- the monthly income for applicants under the age of 25 years must not exceed € 812,00, from the age of 25 years € 934,00, from the age of 30 years € 1018,00
- (with child/ren it increases by: € 312 (0-5 years), € 377 (6-11 years), € 463 (12-17 years))
- a maximum of € 360 rental costs (incl. operating and service charges) is credited (with child/ren the allowance doubles to € 720)
- the amount of the protected assets for applicants under the age of 25 is € 1.991, from the age of 25 years € 2.235, from the age of 30 years € 2.403
- (with child/ren it increases by € 150 per child per year of age up to 18 years)

(For the maximum amounts, the AstA bases its calculations on the current amounts of the Hartz IV standard rate, the BAföG rates, the minimum child support, the semester fee and the ticket fee. Applicants whose income and/or assets exceed the specified amounts are excluded from funding.)

Explanation of the calculation

For calculation purposes, all relevant income of the applicant is determined based on the information in the tables above. From the sum of your income, the sum of all costs from the information provided in the tables is deducted (only if they are paid by yourself). **All applicants are held to disclose their income and financial circumstances truthfully.**

Applicants who have assets in blocked accounts, of which only a certain maximum amount is available each month, please indicate this monthly rate under "other income".

Please note, that some sections of the application form might not necessarily be applicable for international exchange students.