

Information sheet

Information on the application for a subsidy from the social fund for the semester ticket

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(1) General

All students matriculated at the HfS are legitimated to apply.

Eligible are students who can prove that their monthly income does not exceed the requirements in the sense of the Social Fund statutes. In addition, special hardships occurring during the calculation period can be justified, which make it considerably more difficult to raise the semester ticket fee.

- Applications for the subsidy for the semester ticket from the social fund should be sent to the following address: asta@hfs-berlin.de
- The AStA checks the applications for completeness and forwards them to the Personnel Control Service
- An employee of the Personnel Control Service checks the applications (see calculation information)

Please submit a copy of all supporting documents - no originals!

All applications must be submitted no later than four weeks after the end of the re-registration period!

Only complete and timely received applications will be considered.

(2) Application deadlines

All applications are accepted up to four weeks after the re-registration period has expired (deadline for application). Missing documents can be submitted up to two weeks after this claim period. (Limitation period).

(3) Explanations on the application form

Please read carefully!!!

- All documents should be submitted in one PDF file (one single file for everything)!
- **Calculation period** = the period to which your means test relates. You submit an application and submit all documents for the six months prior to this that prove your income and expenses (i.e. for applications for the winter semester, the calculation period usually extends from May to October, for applications for the summer semester usually October to March)

We need supporting documents for all of your information. Here are all the explanations for the application form:

BLOCK 1 GENERAL INFORMATION		Supporting documents
Lines 3-6	Contact information	The address should be the actual place of residence and the address that can be delivered. Providing a telephone number and email address makes it easier for the AStA to answer questions in the event of ambiguity or incomplete information.
Lines 8-9	Banking Account Information	In any case, the grant will be paid to the applicant. A cash payment is not possible. Please indicate here to which account the amount should be paid in the event of approval. Please always state who is the owner of the account! Only natural persons (no institutions, associations, etc.) can be considered as recipients.
BLOCK 2 SPECIAL HARDSHIPS		Special hardships are taken into account by awarding extra points. It is possible to give several reasons for hardship. The following hardship cases are identified:
Lines 10	<u>Study graduation</u> Registered theses The registration of the degree, the taking of the examination or the submission of the thesis must have taken place in the calculation period of the respective application semester.	Copy of the confirmation of registration for the final examination or thesis, the diploma or a corresponding document showing the date of the examination, the registration for the examination or the submission date of the thesis.
Line 11	<u>Internship</u> Insofar as unpaid or little remuneration, weekly time expenditure of 30 hours, minimum duration of three months. The period of the internship must have been at least one day in the calculation period.	Any type of document stating the time, length and remuneration of the internship e.g. Copy of the internship contract. Little remuneration is given if the remuneration is less than/ equal to 80% of the minimum wage.

Line 12	<p><u>Limited (nonexistent) work permit</u></p> <p>If you are not allowed to work indefinitely in Germany due to your citizenship (residence status).</p>	Copy of the residence permit and the work restriction from the passport.
Line 13	<p><u>Particularly low income</u></p> <p>We deduct your costs for health insurance and warm rent from your income and calculate your needs, which is then made up of the basic needs (€ 475.00), lump sums and additional needs (see §2, Section 4 of the Social Fund Statutes). If the first difference falls below the last mentioned requirement by more than 45%, there is a particular hardship.</p>	Proof of fixed costs (rent, health insurance) and income.
Line 14	<p><u>Disability / chronic illness</u></p>	Copy or presentation of a disability ID or a medical certificate proving the existence of a disability or chronic illness.
Line 15	<p><u>Pregnancy</u></p> <p>At least one day of pregnancy in the calculation period</p>	Copy or submission of the maternity record or a medical certificate
Line 16	<p><u>Single parenting</u></p> <p>This hardship is awarded if you were solely responsible for raising and caring for at least one child.</p>	e.g. Maintenance declaration, copy of relevant pages of the ALG II notification, corresponding entry in the income tax card or other confirmation from the tax office, e.g. Tax class 2
Line 17	<p><u>Reduced earning capacity</u></p> <p>According to § 69 Section. 5 SGB IX</p>	Proof of severely handicapped ID with the mark G.
Line 18	<p><u>Receipt of benefits according to SGB II or SGB XII</u></p>	Copy of ALG II or the social assistance notification <u>or</u> an account statement that proves the payment in the calculation period.
Line 19	<p><u>Care of a person in need of care</u></p> <p>e.g. Measures of assistance, housekeeping or nursing support. This does not mean bringing up children.</p>	Declaration by the person in need of care, medical certificates, copy or presentation of the disability ID, etc.
Line 20	<p><u>Costs for medical or psychological services</u></p> <p>Costs that are not borne by the health insurance company are considered special hardship from an amount of € 250.00.</p>	<p>Invoices or receipts for the services paid. In addition, a medical certificate proving the necessity of the services.</p> <p>If the costs are less than € 250.00 per calculation period, they will still be taken into account in the requirement calculation.</p>
Line 21	<p><u>Other comparable hardness (s)</u></p> <p>Individual situations and burdens that made it difficult to raise the semester ticket fee. Other comparable</p>	<p>This includes e.g. "Racial discrimination when looking for a job" or "long-term or permanent physical impairment".</p> <p>If necessary, explain the hardness on an extra sheet of paper. Usually costs are not a hardship.</p>

	hardnesses should be comparable to the hardnesses mentioned above.	Please do not state any hardship that has already been stated above here (e.g. "a lot of stress because of graduation").
BLOCK 3 FINANCIAL NEED		Supporting documents
Line 22	Rent What is important is the gross rent, i.e. including all additional costs, including GEZ. A maximum of € 440.00 will be taken into account.	Copy of the rental agreement <u>or</u> a copy of a bank statement proving the rental payment <u>or</u> a statement from the person to whom you paid the rental.
Line 23	Declaration of rent allocation	If you live in a "shared flat" or with other people, we need a "rent distribution declaration". This can be an informal letter from which the amounts you pay as rent can be seen (for a sample see appendix).
Line 26	Health and long-term care insurance	Copy of a health insurance notification <u>or</u> a copy of a bank statement showing the amount of your contribution
Line 28	Costs for necessary medical or psychological care	Copies of receipts and invoices from the calculation period. In addition, a medical certificate proving the necessity of the services.
Line 29	Special diet costs	Copy of a medical certificate
Line 30	Need for people who live in your household	For children: a copy of the birth certificate <u>or</u> a copy of a document showing the date of birth, e.g. Family register, etc. If you are entitled to child benefit, please let us know.
Line 30	Maintenance to people who do not live in the same household	Copy of a maintenance agreement <u>or</u> a corresponding bank statement <u>or</u> a written declaration from the recipient of the maintenance.
Line 31	Chronically ill people living in the household	Copy or presentation of a disability ID <u>or</u> a medical certificate proving the existence of a disability or chronic illness.
Line 32	Debts	Debts are calculated up to a maximum of 30% of the determined average monthly income in the calculation period. Copies of loan agreements (with repayment installments), bank statements, credit and / or installment agreements, statements from private creditors or the like that show that you regularly repay money.
Line 33	Tariff area	The copy of the additional ticket must be enclosed.
Line 34	Additional special costs	Please break down on a separate sheet and briefly explain what the costs are and why they had to be raised. Only costs from the calculation period can be claimed. Additionally copies of invoices, receipts, etc.

BLOCK 4 INCOME**All income in the calculation period must be stated!****Even those that were received in cash. If you had no income in a month, please write "0.00 €" or "no income" in the column in the application form!**

Line 35	Net income for example: <ul style="list-style-type: none">• salary• BAFöG• Housing benefit• Scholarship• Loans• Support from parents, friends, acquaintances• (Education) loans• Child benefit paid out (for both the applicant and the children)• Parental allowance, etc.	Please prove everything! It must be clear from the documents what you live on. e.g. by: Copies of payslips, statements from parents, bank statements, BAFöG, housing benefit, ALG II notification.
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BLOCK 5

Line 36	Capital You have to use all your other assets if they exceed three times your monthly basic need (see social fund statutes).	Account statement copy or similar
Line 37	Date and signature	The applicant's handwritten signature is required. If another person signs, an original letter of attorney must be presented.

(4) Important information

Processing e-mails takes up a large part of our working time. We would therefore ask you to make it as easy as possible for us and to observe the following guidelines:

- It is best to send documents via PDF (see below) and combine individual documents into one file (there are very simple free programs for this). The fewer individual files we have to open, the better.
- Please also check how many documents we actually need. We need proof ONLY for what you actually claim in your application, and only one proof per point (e.g. rental contract OR proof of rent payment).
- Please do NOT send us complete, unmarked account statements for the entire calculation period. If you want to prove something with account statements, please only send the relevant pages and mark the relevant items or make everything else unrecognizable.
- Please make sure that files are not too large. We don't need high-resolution images and large files can also be to blame for emails not arriving.
- Documents still have to be readable and printable, e.g. B. not too dark, too small or out of focus.
- If you mark PDFs on the computer, the "highlighter effect" may cover the marked parts when printed. Please avoid this as much as possible, then instead mark e.g. by circling the relevant points.
- If it is not possible for you to send the documents in PDF format, please use another common format, e.g. JPG, PNG, ODT. In particular with .jpg please pay attention to the file size.
- Please also note that we do not send any automatic confirmations of receipt. If you are unsure whether your email has arrived, please ask.

(5) Calculation information

The applications are processed on the basis of the **social fund statutes**. This results in the following structure:

Requirement	<p>Monthly basic requirement of currently € 432.00 (according to SGB II § 20) plus an amount equal to 43.00 euros, i.e. currently a total of 475.00 euros.</p> <p>In addition, depending on your information:</p> <p>rental fee Health insurance Medical and additional costs Lump sums if you pay for people in your household, come from abroad or are disabled or chronically ill, Debt (but only up to 30% of your income) Etc.</p>
Income	<p>This means the money you use to pay for your expenses. Whether wages, BAFÖG, housing benefit, ALG, support from parents or savings; what you state (and prove) we credit you. But nothing should be forgotten here.</p>
Points from the relationship between income and needs	<p>For every € 17.00 or part thereof that exceeds your needs, you get one point.</p>
Points for hardships	<p>For each specified (proven) and creditable hardship you get 5 points.</p>
Money for points	<p>When distributing the funds, the relationship between income and needs, special reasons of hardship and the scope of payment obligations are taken into account.</p> <p>90% of the half-yearly collected social fund is distributed, i.e. distributed over the total points of all applicants (of course not more than the ticket costs → full grant). That's why it always takes a while before you get your decision, because we have to finish calculating all applications before we know how much such a point is worth. And of course, all of the variables in this equation change from semester to semester; therefore the grant amount can vary, even if the information in the application has remained the same. The amount of the grant is also based on the total amount of all approved applications and the available funds.</p> <p>The more students receive a grant, the lower the payment will be for each individual!</p>
Grant	<p>We will inform you in writing of the results of your means test. We are obliged to inform you of your number of points and from what point number a full grant was granted. If we do not recognize reasons of hardship, we must give reasons.</p>

(6) Sample rental distribution declaration

If you live in a shared apartment, you have to attach the rent distribution declaration. All you need is an informal letter stating how many people live in your apartment and what amounts you pay as rent. Here's an example:

Declaration of rent allocation:

I live with one roommate and we use the entire area together.

We split the rent 50/50%.

Warm rent: € 825.38

Electricity costs: € 33.00

GEZ: € 17.50

Total: € 875.88

50% = € 437.94

Signature / Date