

Application for reimbursement of student travel costs for the school year _____ / _____ to visit municipal schools in Aachen

(Please tick the appropriate box) Initial application Follow-up application Application due to change of residence Application due to change of

Last name, first name of the student:		<input type="checkbox"/> World Cup	<input type="checkbox"/>	<input type="checkbox"/> D	Birth date:
Street, house number:		POSTCODE:	Place of residence:		
Last name, first name of a legal guardian: <input type="checkbox"/> Woman <input type="checkbox"/> Mister			Address, if different from the child:		
If the school authority has any questions, I can be reached at the following telephone number (voluntary information):			E-mail address (voluntary):		
In the above-mentioned school year, the following school will be attended:			Class:		

Confirmation of the school	
The student has been attending school since _____	
When moving house:	
Moving date: _____	
new address: _____	
Date	Signature and school stamp

Indication of siblings due to the personal contribution reduction

The following minor children of the applicant attend a school in the above-mentioned school year and receive student travel expenses (or have applied for them):

family name	First name	Date of birth	School	Class
1				
2				
3				

	<p>The student for whom the travel costs are to be covered according to the application will receive benefits after the twelfth Social Code (SGB XII) or benefits under the Asylum Seekers Benefits Act (AsylbLG) (please tick if applicable). A copy of the approval notice from the service provider (Department of Housing, Social Affairs and Integration) is enclosed. (Do not tick for benefits under the Second Social Code - SGB II.)</p>
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I hereby declare that the information is complete and correct.

I have taken note of the information on the processing of personal data in accordance with Article 13 of the EU General Data Protection Regulation as well as the information on the eligibility requirements (pages 3/4) enclosed with the application documents.

Date

Signature

Eligibility requirements according to the Student Travel Costs Ordinance (SchfkVO): (Please tear off this sheet! These instructions are intended to remain with the applicant.)

Student travel costs can only be covered if the relevant requirements are met.

The basis for this is always the nearest school of the chosen school type (e.g. grammar school).

It is merely a cost arrangement with a personal contribution.

1 a)

An obligation to cover the costs of student travel exists if the journey to the nearest school is
Students

• primary school (grades 1 to 4) is more than 2

km, • lower secondary school (grades 5 to 10) and year 10 of grammar school is more than 3.5 km and •

upper secondary school (grades 11 to 13) is more than 5 km.

The route to school is the shortest one-way walking distance from the registered place of residence (front door) to the beginning of the school grounds of the nearest school. The nearest school can also be the school actually attended.

1 b)

Regardless of the length of the journey to school, a claim for reimbursement of travel costs for health reasons

In this case, the application must be accompanied by a medical certificate which must clearly state

• what illness/disability exists, • that the

journey to the nearest school cannot be covered on foot and

• for which period it is valid.

Furthermore, a claim may exist if the route to school is particularly dangerous or unsuitable in accordance with the Student Travel Costs Ordinance. This is the case if the normal dangers of the route to school are far above average. An example of a particularly dangerous route is a route to school from Grüne Eiche via Monschauer Straße to the Waldfriedhof cemetery. In such a case, please explain the particularly dangerous or unsuitable nature of the route to school on a separate sheet.

1c)

So-called school organizational reasons can also lead to the reimbursement of student travel costs. School organizational reasons that can prevent attendance at the nearest school are all measures taken by a school authority or the school within the framework of the organizational powers to regulate school attendance (e.g. reasons of admission capacity, the grouping of secondary school students from immigrant families in preparatory classes). In this case, all-day schools, schools with an attached day care center, schools offering special classes, schools without joint education for boys and girls, the different range of foreign languages and different course offerings do not constitute a separate type of school. The exhaustion of the admission capacity of the nearest school must be proven, e.g. by submitting a rejection notice for the application for admission.

The reasons must be objective. Subjective reasons such as educational recommendations, siblings at the same school, friends, etc. cannot be considered as school organizational reasons. A free choice of school is possible. The student travel costs are simply a cost regulation.

2.

For students residing in a neighbouring country (Belgium/Netherlands), there is a special regulation in addition to the eligibility reasons listed under 1. It is also necessary to check whether a family benefit is available under EEC Regulation 1408/71. To do this, you must fill out another form. This is available in the school's office. You can also get it from the Children, Youth and School Department (FB 45/400). In the event that lines outside the AVV (e.g. TEC, De Lijn, Veolia etc.) must be used, the cheapest travel costs can be claimed upon presentation of the receipts (usually Student annual ticket) can be refunded up to 50%.

3.

The approval period for reimbursement of student travel costs is usually the school year (August 1st - July 31st). The application for reimbursement of travel costs should be submitted to the Children, Youth and School Department immediately at the beginning of the school year. A subsequent reimbursement of student travel costs is only possible if the application is submitted no later than three months after the end of the approval period (on October 31st) (deadline according to Section 4 Paragraph 2 of the Student Travel Costs Ordinance).

4.

The parents or adult students must pay a personal contribution for the student ticket. From August 1st, 2021, this will be 14.00 euros per child and calendar month. If student travel costs are covered by a school authority for several underage children in a family, the personal contribution for the second child who is the next in age will be set at 7.00 euros from August 1st, 2021 and zero euros for the third child who is the next in age. For students who receive assistance under SGB XII (social assistance, basic security) or the Asylum Seekers Benefits Act, the personal contribution is waived. The personal contributions are subject to change. Adjustments can be made at the beginning or during the course of a school year (e.g. a student reaches the age of majority in the current school year). The reimbursement of student travel costs therefore takes place as indirect subsidy. You can find out the current prices for a private subscription at ASEAG at <https://www.aseag.de/tickets/zeit-und-abo-tickets/schueler/schoolfun-ticket/>.

5.

Reimbursement of costs for the use of a private vehicle (e.g. motorcycle or car) will only be made if the use of public transport is unreasonable. This is unreasonable if the travel time alone, even with partial use of private vehicles and public transport (excluding waiting times at school), is more than three hours per day or if the student would have to leave home before 6 a.m. in the majority of cases. For primary school students, the journey to school should not take more than one hour in total.

6.

Any change in the student's personal circumstances that may be significant for the assumption of student travel costs (in particular, change of residence, change of school, leaving school, termination of benefits under SGB XII - social assistance) must be reported to the Children, Youth and School Department immediately.

7.

Information on data protection is included in the application documents.

8th.

By submitting the application, you confirm that you or the student do not receive any other public benefits that include reimbursement of travel expenses.

9.

The forms can also be found as PDF files on the Internet at www.aachen.de (enter "School travel costs" in the search field and select "School travel costs (Schools of the City of Aachen) - Service portal of the City of Aachen").

10.

Please remember to submit a new application in good time if the student ticket was only subsidized for one year. You can find this in the notice of approval of student travel costs.

11.

If you have any questions, please contact the School Department of the Children, Youth and School Department at Tel.: 0241/432-45661 or 0241/432-45662.

The application can be sent in a sealed envelope via the school to the Children, Youth and School Department. If this is not possible because the school office is closed during the holidays, please enclose a confirmation of registration from the school or the last report card (copy) with the application.

Department of Children, Youth and
Schools School Department (FB 45/400)
Mozartstraße 2 – 10 in 52064 Aachen
3rd floor

Opening hours: Monday and Thursday
Wednesday
Tuesday and Friday

from 8.30 a.m. to 12.00 p.m. and 1.30 p.m. to 3.00 p.m.
closed from 8.30 a.m. to 12.00 p.m. and 1.30 p.m. to 4.15
p.m.

Issuing a mandate for the SEPA direct debit procedure


Payee ASEAG
Mandate
reference (Will be communicated to you separately!)

Creditor identification number
DE41ASE00000056558

SEPA direct debit mandate
I/We authorize the payee to collect payments from my/our account by direct debit. At the same time I/we instruct my/our credit institution to honour the direct debits drawn by the payee on my/our account.
<u>Note:</u> I/We can request a refund of the amount charged within eight weeks from the debit date. The conditions agreed with my/our credit institution apply.

Advance notice of the direct debit will be given at least three calendar days before execution.

Information about the student	
Name first Name	Street, house number
ZIP / City	birth date
School	

Information about the account holder	
Name first Name	Street, house number
ZIP / City	Name of institute of credit
IBAN	BIC
Date	SIGNATURE of ACCOUNT HOLDER
	
If you have any questions from ASEAG, you can reach me by phone at the following number:	
ASEAG may contact me at the following email address:	

I hereby accept the conditions for a School & Fun Ticket subscription as well as the applicable AVV tariff regulations and NRW transport conditions.	
Date	Signature of applicant/account holder
	

Both signatures are absolutely necessary, otherwise it is not possible to issue a ticket.



Aachen, 01.03.2019

**Information about the processing of personal data in accordance with
Article 13 of the EU General Data Protection Regulation (GDPR)**

**For processing the application for reimbursement of school travel costs for visiting municipal
Schools in Aachen are required to collect the following personal data:**

- Name, first name, address of the student, gender and date of birth, - Name, first name, address of a legal guardian, - Account details for issuing a SEPA mandate for direct debit, if applicable, name, first name, date of birth of siblings, if applicable, reference to receipt of benefits under SGB XII or AsylbLG

**Responsible for data protection and data processing: City of
Aachen The Mayor FB 45/400**

(School Department of the Department of Children, Youth and School)

Tel.: 0241-432 45661 or 0241-432 45662

E-mail: schuelerfahrkosten@mail.aachen.de

Data protection officer:

Official data protection officer of the city of Aachen Tel.:

0241-432 7231 E-

mail: datenschutz@mail.aachen.de

The processing of personal data within the meaning of Art. 4 No. 2 GDPR includes, among other things, the collection, storage, transmission and use of data to complete the described process and to fulfil the associated purpose.

In accordance with the Student Travel Costs Ordinance, school travel costs can be covered by the responsible school authority upon request. The necessary data must be collected to review the application. Permission to process personal data is granted in accordance with Art. 6 Para. 1 lit. c) GDPR from Section 97 of the NRW School Act and the Student Travel Costs Ordinance.

Your data will be used exclusively for the purpose of processing applications and communication and only by authorized persons. Data may be exchanged with other school authorities to calculate the co-payment. The necessary data will be forwarded to the transport authority (ASEAG) to issue the student ticket and collect the co-payment. This transmission is necessary for a smooth process for providing the student tickets, is therefore in the public interest and is permitted in accordance with Art. 6 Para. 1 lit. e) GDPR.

All parties involved in the process are guaranteed to use your data in accordance with data protection law. It is not permitted to pass it on to unauthorized third parties.

The personal data will be stored for the duration of the service and for five years thereafter and then deleted. Other retention obligations may apply to the carrier.

According to Art. 15 GDPR, you are entitled to obtain information about the data stored about you from the responsible body free of charge at any time without giving reasons. According to Art. 20 GDPR, you also have the right to request your personal data from the responsible body in a directly transferable (digital) format. In accordance with Art. 16, 17, 18 GDPR, you can request correction, restriction of processing or deletion of your data for understandable reasons. In addition, you can object to data processing in accordance with Art. 6 (1) lit. e) GDPR, which is carried out for the performance of a task in the public interest or in the exercise of official authority. You can assert these rights

You can send them to the responsible body either by post or by email. You can also contact the responsible data protection officer if you have any questions about data protection. Finally, we would like to point out your right to lodge a complaint with the responsible supervisory authority in accordance with Art. 77 GDPR.

Supervisory authority:

State Commissioner for Data Protection and Freedom of Information North Rhine-Westphalia (LDI NRW)

PO Box 20 04 44 · 40102 Düsseldorf

Phone: +49 (0) 211-38424-0

Email: poststelle@ldi.nrw.de