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**Information sheet on eligibility for the reimbursement**

**of student travel costs**

As a school authority, the Hanseatic City of Herford assumes the costs of transporting pupils to school under certain conditions stipulated in the Student Travel Cost Regulation (SchfkVO) for the state of North Rhine-Westphalia.

This generally takes place through the issuance of monthly transport tickets covering the school route.

Distance compensation (a kilometre allowance) can be claimed for the use of private vehicles (also in the form of carpooling) if, amongst other stipulations, the applicable distance limit is exceeded and no school transport tickets are claimed. Please note that reimbursement is only possible up to the maximum amount of a monthly school ticket (currently € 56.90 in the Herford area).

**Eligibility criteria:**

According to the Student Travel Cost Regulation, travel costs will be covered if the distance to the nearest school of the selected type of school exceeds the following distance measurement:

**-Primary education (Years 1 – 4) over 2.0 km**

**-Secondary education I (Years 5 - 10) over 3.5 km**

**-Secondary education II (Years 11-13) over 5.0 km  
(Secondary schools (Gymnasien) since 2012/2013 years 11-12)**

It should be noted that the nearest school of the selected type of school, provided it has places, will always be taken as the basis for this calculation even if a school that is further away is attended.

Where school catchment areas are defined, the nearest school, as stipulated in the regulation, also encompasses the schools in the school catchment area where the pupil lives. It should be expressly pointed out that the foreign language selection and courses offered at the selected school do not make any difference here. Only the type of school is decisive.

The shortest reasonable route by foot is used to determine the distance to the nearest school. This is determined by the authorities and may differ from the otherwise typical car driving distance.

If the aforementioned distance limits are not reached, your child will not be entitled to claim a school transport ticket.

**Exemptions:**

An exception to the eligibility requirement for school travel tickets is only possible if the affected child is unable to return to school because of a non-temporary disability. A disability that is deemed to be non-temporary is one whereby the duration of impairment exceeds a period of 8 weeks.

In such a case a medical certificate must be presented, which provides information on the **duration and nature of the disability**. It must also clearly show that the use of a means of transport is imperative. If the disability exceeds one school year or if the disability is permanent, a medical certificate must be submitted again for each school year. Please refer to the relevant form for the "medical certificate", which you can receive from the school secretary.

**Procedure (How do I apply?):**

* All of the application forms can be found in the school office, with a few available on the website for the Hanseatic City of Herford.
* Please submit your completed application to the school office
* The application will then be examined by the Department of Education and Sport of the Hanseatic City of Herford
* If all of the eligibility criteria are fulfilled for reimbursement:

1. Your child will receive a school transport ticket from the school office
2. For the current school year (relocation, change of school, etc.), the tickets will be ordered and during the transitional period a so-called provisional school card will be issued to your child, which must be handed over to the school office after expiration (duration of use 7 days, with a fee of 40 € applicable if the card is lost)

* If you do not fulfil the eligibility criteria, you will receive written notice of this.

**Reimbursement of travel costs:**

* Travel costs will only be retroactively reimbursed
* Submit applications to the school secretary
* Tickets must be stuck to an A4 sheet of paper. Only submitted tickets will be reimbursed
* If a car or motorbike was used, please clearly indicate on which days this was the case
* If you have any further questions regarding school travel costs, please contact the Department of Education and Sport of the Hanseatic City of Herford.

Please inform yourself as much as possible on this topic to ensure no additional costs that can’t be reimbursed arise.

Telephone information can be received from:

Mr Krichel Tel: 05221/189-646

Ticket options offered by the bus company BVO can be found at www.teutoowl.de.