

Application for Leave of Absence

Before filling in the form, please read page 2!

For the semester:	
Course of Studies:	

Surname, first name:		
Matriculation number:		Date of birth:
Street / number:		
Post code / Town or City:		
Telephone:		
E-Mail address:		

Reason for application for leave of absence (**please put a cross in relevant box**)

- 01 health grounds
- 03 internship
- 04 study abroad (**Learning Agreement attached!**)
- 05 voluntary military service/federal voluntary service/youth volunteer service
- 07 pregnancy/maternity leave/parental leave (**attestation attached!**)
- 09 Other

The Jade University has already authorized **the following semesters** on leave of absence:

I have already re-registered and hereby apply for

- exemption from the student services (Studentenwerk) fee due to **study abroad**, and the reimbursement of this.
- the reimbursement of semester ticket costs. **The CampusCard is attached.**

Your CampusCard will be returned to you once the semester ticket has been invalidated.

The administrative fee, student representative body contribution and, if appropriate, the fee for long-term students will be refunded in accordance with official regulations.

Name of account holder:		
IBAN:		
Bank:		BIC:

I have NOT re-registered.

The student services fee (Studentenwerkbeitrag)

- will be transferred to your account.
- I am studying abroad and apply for exemption.

Semester ticket payment

- will be transferred to your account.
- I do not wish to make use of the semester ticket.

The administrative fee, student representative body contribution and, if appropriate, the fee for long-term students will be not be levied, in accordance with official regulations.

I hereby confirm the completeness and correctness of the information provided. I have read the information provided below.

Place and date

Signature

Information about taking leave of absence

Re-registration is necessary even if you are applying for leave of absence.

Fees

The fees for **student services (Studentenwerksbeitrag)** must be paid. An exception is made if you are enrolled for a theoretical semester abroad. This exception does not apply if a stay abroad is part of the curriculum of your course of studies.

The **semester ticket** need only be paid if you plan to use it.

The administrative fee, student representative body contribution and the fee for long-term students will be not be levied. The applicable fees can be found on the web-page of the enrolment office: <http://www.jade-hs.de/semestergebuehren>.

Recipients of BAföG

Let the BAföG office know **immediately** that you are taking leave of absence. That way over-payment can be avoided.

Application for leave of absence

- If written application is made before **01. April** students can take the summer semester off, and in the case of the winter semester, before **20. October**.
- Leave of absence is only possible for the whole semester and normally for a **maximum of two consecutive semesters**. During the duration of a course of study students may not be granted leave of absence for more than four semesters.
- If you want to take a break for two consecutive semesters, you **must** apply for leave **for each semester**. A break is not possible for the first semester.
- During a leave of absence, students maintain their rights as members of the university, **but do not have the right to attend classes or take examinations**.
- On application, examinations taken at a foreign university, during a stay abroad of one semester maximum, may be taken and credited.
- During pregnancy and maternal or parental leave (until the child's third birthday) there is no limitation on the number of semesters taken off.
- When the total number of semesters in a course of study is calculated, semesters taken off are not included.