



## Application for Leave of Absence

Surname:

First name:

Matriculation-no.:

For what reason do you wish to take a leave of absence?

(please attach suitable proof)

- A Study at a foreign university or language school
- B Practical activity (for example internship) in line with the goals of your studies
- C Own illness (courses cannot be attended/credits cannot be obtained)
- D Federal voluntary service/ a voluntary social or ecological year
- E Care work for or nursing your spouse, registered partner, relative in the direct line or first-degree relative by marriage, if they are in need for care or nursing.
- F Care of underage children  

Status Parent	yes	no
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- S Pregnancy (see notes below)
- G Serving a prison sentence
- H Assumption of a vice-dean's office
- I Absence from the university location due to a research project or in the interest of the university
- J Economic hardship

- L Enrollment as a doctoral student at Bielefeld University and not staying at the university location for good reason
- K Other important reasons of equal significance (excluding preparation for a final examination)
- U Formation of a company

For which semester would you like to take a leave of absence?

(e. g. SoSe 2023 – the application must be submitted by 15.05. (summer semester) or 15.11. (winter semester)

**Notes:**

- When on leave of absence, you are not permitted to acquire credit points or take examinations. **This does not apply** to the reasons "E" or "F", nor to the repetition of failed exams, nor to examinations or credit points gained during a semester abroad or an internship semester.
- Leave of absence is generally granted **for the length of one semester**. A leave of absence beyond one semester is only permissible upon confirmation of exceptional reasons. It is granted under the condition that the student reconfirms the reason for extending the leave of absence **for each successive semester** and submits the necessary documents in each re-enrolment period. During a leave of absence for more than six months, the membership rights and obligations are suspended (§ 10 paragraph 1 sentence 6 Hochschulgesetz).
- A leave of absence for the first semester of study is -except for Master study programs or doctoral students- generally not permitted. Retroactive leave of absence is **not** permitted.
- Reason S "Pregnancy": According to § 15 of the Maternity Protection Act, a student should inform the university of her pregnancy and the estimated due date as soon as she knows that she is pregnant. You can find further information at: „Studieren mit Kind“.

The application for leave of absence is, in particular in case of other important reasons (K), to be accompanied by a written statement with evidence of the important reason.

**After the processing of your application by the Student Office, the certificate for the leave of absence can be retrieved and printed out from the Application- and Statusportal.**

Please note:

As a student on a leave of absence, do you want the semester tickets for public transportation and/or do you want to continue using the services of the Studierendenwerk [Association for Student Affairs] e. g. canteen, dormitory, daycare?

If not, please mark this box:

I do not wish to use the semester tickets, or the services offered by the Studierendenwerk during the semester of leave of absence and will be **exempt from fees**.

If yes, please mark the applicable box:

I only want to use the semester tickets.

I only want to use the services of the Studierendenwerk.

I want to use both options listed above.

After the processing of your application by the Student Office, a corresponding invoice for the payment of the contribution can be retrieved and printed out from the **Application- and Statusportal**.

In principal, as a student on leave of absence you do not have to pay a semester fee. If you have already paid the fee and do not wish to use any of the above services, the following reimbursement regulations apply:

#### Reimbursement of the Semester Fee

If students on leave of absence have paid the social contribution and the UniCard has already been validated and the semester has not yet begun, the contribution will be

refunded by the Student Office. After the beginning of the semester, the contribution will only be refunded by the AStA [Student Union] and the Studierendenwerk if the students on leave of absence do not wish to have tickets. In this case, the UniCard must be collected by the Student Office and after the beginning of the semester by the AStA.

Please note that applications for reimbursement can only be made within three years (see § 195 Bürgerliches Gesetzbuch) after the end of the semester in which the corresponding applications for exmatriculation or leave of absence were submitted before the deadlines.

I confirm that my above given information is correct and complete.

Date:

Signature: