

FV-KL-0302-1	Application for a leave of absence	Received stamp:
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Hochschule Neubrandenburg . Dezernat I - Immatrikulations- und Prüfungsamt
 Brodaer Str. 2 . 17033 Neubrandenburg

Application for a leave of absence

1. I hereby apply for leave of absence in accordance with section 13 of the enrolment regulations für the Winter semester : for the Summer semester : <small>Fee for winter semester with re-enrolment in June</small> <small>Fee for summer semester with re-enrolment in January</small>			
2. Personal details of the student Last name, First name: _____ Street: _____ Postal code, city: _____ Enrolment number: _____ Course: _____			
3. Reason for the leave of absence (tick applicable option and please attach supporting documents) <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Illness <input type="checkbox"/> Maternity leave (pregnancy) and child care/education <input type="checkbox"/> Care and assistance of people who are dependent on the student <input type="checkbox"/> Military or civil service <input type="checkbox"/> International study period </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Practical work experience to achieve the study objective <input type="checkbox"/> Research purposes <input type="checkbox"/> Committee work <input type="checkbox"/> Other reasons: <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div> </td> </tr> </table>		<input type="checkbox"/> Illness <input type="checkbox"/> Maternity leave (pregnancy) and child care/education <input type="checkbox"/> Care and assistance of people who are dependent on the student <input type="checkbox"/> Military or civil service <input type="checkbox"/> International study period	<input type="checkbox"/> Practical work experience to achieve the study objective <input type="checkbox"/> Research purposes <input type="checkbox"/> Committee work <input type="checkbox"/> Other reasons: <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>
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I have read the instructions at <https://www.hs-nb.de/en/academics/academics-and-advising/enrolments-and-examination-office/course-matters/leave-of-absence/>. I have no further questions related to this matter.

_____ Date Signature of the student

4. Approval/rejection notice of the Enrolments and Examination Office	
<input type="checkbox"/> Approved <input type="checkbox"/> Rejected – Reason: _____	
_____ Date	_____ Signature of the processor
5. Acknowledgement of the faculty	
_____ Date	_____ Signature of the chair of the examination board

The translation is to be seen as a reference and to be used for the understanding of the corresponding German documents. You may use this document in the English version; however, only the German version of this document is legally binding.