

To the
Registration Office
„Studierendensekretariat“
Max-Planck-Straße 39
74081 Heilbronn

Registration Office

Heilbronn University
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1. Application for leave of absence

I hereby apply for a leave of absence from my studies for an important reason
(according to Section 61 of the State law on Higher Education) for the
Summer semester _____ or Winter semester _____
(each leave of absence must be applied separately before the start of the respective semester)

Matriculation number: _____
Course of study / Semester: _____ / _____
Surname, First name: _____
Address: _____

Reason for the leave of absence:

- ☐ 1. Longer illness (please attach doctor's note)
- ☐ 2. Examination preparation (explanation and proof of advice from Central Student Advisory Office)
- ☐ 3. Internship (contract if available or at least written confirmation of internship company)
- ☐ 4. Foreign stay (in connection with the studies)
- ☐ 5. Child care, Pregnancy, Lactation (birth announcement, Mother's pass)
- ☐ 6. Other reasons: _____

Please provide a brief explanation of the reason for leave of absence:

I am informed about the following provisions for the leave of absence:

The leave of absence must be applied for before classes start.

In case of later occurrence of the important reason, the application must be made immediately. (We recommend consulting the BAföG office, the Child Support Agency, the health insurance, the pension insurance, etc. before making the application.)

The leave of absence can only be approved if proof of the reason given is proven with a suitable certificate. (Section 8 Matriculation regulation)

The leave of absence should generally not exceed **2** semesters.

During the leave of absence, the individual in question has no right to attend classes and use university facilities (with the exception of the library and computer centre).

During the leave of absence, students are entitled to take examinations that are not part of a course.

Exception to these regulations: For leave of absence due to childcare.

For the time of the leave of absence, the matriculation certificate bears the mark "on leave". Semesters on leave are not counted during the university's classification semester.

The administrative costs and Student Services fee are also due for a semester with leave of absence.

At least, one examination achievement must still be taken to complete the study course.

Please fill out starting in the 6th semester:

The following examinations must still be taken:

_____	_____
_____	_____
_____	_____

.....
Date

.....
Signature Study

2. Statement of the Faculty

The application is ☐ advocated
☐ not advocated for the following reason:

.....
Date

.....
Signature Faculty

3. Responsible by the Head of the Academic Department

The application is ☐ approved
 ☐ not approved for the following reason:

.....
Date

.....
Signature Head of the Academic Department

4. Back to the Registration Office / Studierendensekretariat

- ☐ Application received and processed
- ☐ Notice was drawn up

.....
Date

.....
Signature Registration Office