

Application for Leave of Absence

Note: Study and Examination Regulations (SPO) – General Section, § 31:

“Students on leave of absence are not allowed to participate in **any kind of examination** (see § 61 section 3 of the State University Regulations (LHG) for exceptions relating to the maternity rights law). Due to an extension of the submission date, work begun in a previous semester may be submitted for completion in the following semester.”

Note: State University Regulations (LHG), § 61 Section. 1:

„Upon application, students may, for a good reason be freed from their duty to attend to their studies (leave of absence). Generally, the duration of such a leave of absence should be no longer than two semesters.“

Note for students from non-EU countries with a residence permit for study purposes: Make sure you contact the Immigration Authorities prior to applying for a leave of absence as it may lead to a revocation of your residence permit and therefore a forced-registration!!

Last Name, First Name: _____

Leave of absence for semester: WS _____ SS _____

Matriculation Number, Study Programme, Faculty: _____

Current semester at date of application: _____

The leave of absence for the above-mentioned semester is applied for the following reason(s):

- | | |
|--|--|
| 1. <input type="checkbox"/> illness | 5. <input type="checkbox"/> military / civil service |
| 2. <input type="checkbox"/> exam preparation | 6. <input type="checkbox"/> contract work |
| 3. <input type="checkbox"/> voluntary internship | 7. <input type="checkbox"/> pregnancy / parental leave |
| 4. <input type="checkbox"/> stay abroad | 8. <input type="checkbox"/> other reasons: _____ |

Further explanation of the reason(s) ticked:

Date, signature: _____

According to section 6 subsection 2 number 1 of the Act on Fees in Higher Education of the Land of Baden-Württemberg (Landeshochschulgebührengesetz, LHGebG), international students are exempt from tuition fees as determined in section 3 LHGebG during an academic leave of absence in accordance with section 61 of the Act on Higher Education of the Land of Baden-Württemberg (Landeshochschulgesetz, LHG), provided the application for the academic leave of absence was submitted before the beginning of the lecture period. “Entsprechendes gilt für Studierende, die Studiengebühren für ein zweites Studium bezahlen (vgl. § 8 Abs. 4).”

- I herewith apply for
- an exemption from the tuition fees for international students 1500,- € *)
 - an exemption from the tuition fees for second degree students 650,- €. *)

Dean of Studies' Ruling

- Your application has been **granted**. Please take notice of the note *).
- Your application has **not been granted**. (reasons are given on the reverse, as appropriate)

Date, signature of Dean of Studies: _____

*) **Note:** Even if a leave of absence has been granted, you remain obliged to re-register of the relevant semester, to ensure that you remain health insured and that your student fees (EUR 130,-) are paid. These fees include an insurance through the Studentenwerk (both in Germany and abroad).