## Request for a leave of absence

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<th>Last name, first name</th>
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<th>Student ID number</th>
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<tr>
<th>Date of birth</th>
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I request a leave of absence

- [ ] for the winter semester 20____/20____
- [ ] for the summer semester 20______

**Reason for leave of absence:**

- [ ] Illness
  - Please submit: medical certificate

- [ ] Pregnancy/Maternity leave
  - Please submit: *Mutterpass* (pregnancy record book), medical document indicating the expected date of delivery

- [ ] Child care
  - Please submit: copy of the child’s birth certificate

- [ ] Federal volunteer service
  - Please submit: confirmation of the employer

- [ ] Study abroad
  - Please submit: confirmation of the foreign university

- [ ] Voluntary work placement (in Germany)
  - Please submit: copy of your work placement contract or confirmation by your employer *

- [ ] Stay abroad (incl. voluntary work placement abroad)
  - Please submit: copy of your work placement contract or confirmation of your stay abroad *

- [ ] Care of a family member
  - Please submit: confirmation of the care level

- [ ] Business formation
  - Please submit: certificate of business formation

- [ ] Other:  

* must lie at least 6 weeks within the lecture period
Notes on leaves of absence:

You have to submit your request for a leave of absence, including the proof of the reason for your request, after re-registration and no later than the last working day before the first day of classes. In justified exceptional cases, it is possible to request a leave of absence until the last day of classes. During the time of your absence you remain enrolled. It is not permitted to request leaves of absence retrospectively (after the conclusion of a semester). A granted leave of absence cannot be revoked. During a leave of absence you are not entitled to financial aid through BAföG.

Regardless of a planned leave of absence, the semester fee have to be paid in full before the end of the re-registration period. After a leave of absence has been granted, any overpayment can be refunded upon request by 15th of May for a summer semester or 15th of November for a winter semester. Refunds are possible depending on the reason for the leave of absence as follows:

**Full refund of the semester fee:** leave of absence for two semesters; federal volunteer service

**Partial refund of the semester fee:** Study abroad, Illness, Pregnancy/Maternity leave

**Refund of the NRW semester ticket:** optional with every reason for a leave of absence

Please note: Students on a leave of absence are not permitted to perform any academic or examination work. This does not apply to:

- the repetition of failed examinations,
- participation requirements that are a consequence of a semester abroad or a practical semester itself, for which leave absence has been granted,
- in case that the leave of absence is granted due to the care and upbringing of children in accordance with § 25 (5) of the Federal Education and Training Assistance Act (Bundesausbildungsförderungsgesetz) or due to the care of the spouse, a registered partner or a relative in a direct line or a relative by marriage in the first degree.

A leave of absence may only be requested for one semester. Exceptions: childcare, business formation, PAD, DAAD, study abroad in cooperative programs such as master's degree programme in Niederlande-Deutschland-Studien or bachelor's degree programme in Internationale und Europäische Governance. A leave of absence for the 1st semester is not permitted. Exceptions: leave of absence due to study abroad or internship abroad in a master's degree programme.

Students of the University of Music (FB 15) have to enclose a confirmation of a counseling interview that has taken place. Appointments and information regarding the counseling interview can be obtained from the University of Music (Ludgeriplatz 1, 48151 Münster, phone: +49 (0)251 / 83 27 461, e-mail: studienbuero.mhs@uni-muenster.de).

I am aware that in case of a leave of absence due to pregnancy, a notification will be made to the coordination unit "Maternity Protection Act for female students" at WWU Münster.

After your request has been processed, you will find your updated certificates in your Self-Service under "My requests".

I hereby certify that the information I have provided is correct and that I have already re-registered. I have taken note of the information regarding leave of absence. I confirm that I have not completed or will not complete any academic or examination work at WWU Münster during or for the semester of leave I applied for. I am aware that in case of incorrect information the academic or examination work or the semester of leave may be revoked - even retrospectively. I have enclosed proof of the reason for my leave of absence.

(Date)      (Signature of student)
Refund Request for a leave of absence

In case of a granted leave of absence, the semester fee can be refunded if the request is submitted by 15th of May for a summer semester and 15th of November for a winter semester. The date of receipt of this refund request at WWU Münster is valid.

I request a refund

☐ of the contribution for the tasks of the Studierendenwerk
   (possible in case of study abroad, illness, Pregnancy/Maternity leave)
☐ of the full semester fee
   (possible in case of a leave of absence for two semesters or due to a Federal Volunteer Service)
☐ of the share for the NRW semester ticket* (possible for every leave of absence)

☐ for summer semester 20__  ☐ for winter semester 20__/20__

Personal data (please fill in in block letters)

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<tbody>
<tr>
<td>Last Name</td>
<td>First Name</td>
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<td>Account holder</td>
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<td>IBAN DE__  _____  _____  _____  _____  ____</td>
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*I acknowledge that I may no longer use the NRW semester ticket after a refund.

________________________________________  ________________________________
(date)                                    (signature)