

University of Münster  
Studierendensekretariat  
(Student Admissions Office)  
Schlossplatz 2  
48149 Münster

Request for a leave of absence	
Last name, first name	
Student ID number	
Date of birth	

**I request a leave of absence**

- ☐ for the winter semester 20\_\_\_\_/20\_\_\_\_
- ☐ for the summer semester 20\_\_\_\_.

**Reason for leave of absence:**

<input type="checkbox"/>	Illness Please submit: medical certificate
<input type="checkbox"/>	Pregnancy/Maternity leave Please submit: <i>Mutterpass</i> (pregnancy record book), medical document indicating the expected date of delivery
<input type="checkbox"/>	Child care Please submit: copy of the child's birth certificate
<input type="checkbox"/>	Federal volunteer service Please submit: confirmation of the employer
<input type="checkbox"/>	Study abroad Please submit: confirmation of the foreign university
<input type="checkbox"/>	Voluntary work placement (in Germany) Please submit: copy of your work placement contract or confirmation by your employer *
<input type="checkbox"/>	Stay abroad (incl. voluntary work placement abroad) Please submit: copy of your work placement contract or confirmation of your stay abroad *
<input type="checkbox"/>	Care of a family member Please submit: confirmation of the care level
<input type="checkbox"/>	Business formation Please submit: certificate of business formation
<input type="checkbox"/>	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.

- A leave of absence may only be requested for one semester. Exceptions: childcare, business formation, PAD and DAAD
- A leave of absence for the 1<sup>st</sup> 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](mailto:studienbuero.mhs@uni-muenster.de)).

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 15<sup>th</sup> of May for a summer semester or 15<sup>th</sup> 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 (NRW semester ticket is not applicable in the second semester)
- **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.

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 the University of 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 the University of 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 **15<sup>th</sup> of May** for a summer semester and **15<sup>th</sup> of November** for a winter semester. The date of receipt of this refund request at the University of 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)

Student ID number	Date of birth
Last Name	First Name
Account holder	Name of bank
IBAN DE __ - - - - - - - - - - - - - - - -	BIC

**\*I acknowledge that I may no longer use the NRW semester ticket after a refund.**

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(signature)