## Request for a leave of absence

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<th>Last name, first name</th>
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<tr>
<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:

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- [ ] **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 host 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 must submit your application for a leave of absence, including 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 up until the last day of classes. It is not permitted to request leaves of absence retrospectively (after the conclusion of a semester). Granted leaves of absence cannot be retracted. You are not entitled to financial aid through BAföG during a leave of absence.

During your leave of absence, you remain enrolled as a student and therefore are required to pay the full semester fee before the end of the re-registration period. If your request for a leave of absence is granted, you can request a refund for the following reasons:
- 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.

You may request a refund by 15th of May for a summer semester and by 15th of November for a winter semester. If you wish to request a refund, please enclose this request with your application for a leave of absence (for two semesters at once if your reason of absence is illness, maternity leave or study abroad).

Please note: Students on a leave of absence are not permitted to submit any required coursework or take degree-relevant examinations. However, this does not apply to:
- retaking failed examinations
- requirements for participation in a study abroad programme or work placement for which you have requested the leave of absence
- cases in which the request is submitted because of child-care responsibilities in accordance with § 25 (5) of the Federal Training Assistance Act (Bundesausbildungsförderungsgesetz) or for reasons related to nursing a spouse, a registered civil partner or a direct relative or first-degree relative by marriage.

As a rule, you can only request a leave of absence for one semester at a time. Exceptions may be: child care, business formation, PAD, DAAD, studies abroad as part of a partner programme, e.g. Niederlande-Deutschland-Studien (Master's) or Internationale und Europäische Governance (Bachelor's). It is not possible to request a leave of absence for your first semester unless you submit your request in order to spend the first semester of your Master's degree programme doing a work placement or a study visit abroad.

Students of the University of Music (FB 15) must enclose confirmation stating that they have participated in an advisory meeting. They should contact the University of Music (Ludgeriplatz 1, 48151 Münster, phone: +49 (0)251 / 83 27 461, e-mail: studienbuero.mhs@uni-muenster.de) for the dates of upcoming advisory meetings as well as further information.

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

After we processed your request, you will find your updated documents if you click "My requests" in your Self-Service.

I hereby certify that the above information is correct and that I have re-registered. I have read the notes on requesting a leave of absence. I confirm that for the requested semester on leave, I have neither submitted nor plan to submit any required coursework or have taken or plan to take any degree-relevant examination at the University of Münster. I understand that if the information I have given above is incorrect, recognition of the required coursework or degree-relevant examination, or the leave of absence itself, can be revoked, also retrospectively. I enclose proof of the reason for my leave of absence as well as a self-addressed stamped envelope (for written requests).

(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 a request is submitted by 15th of May for a summer semester and 15th of November for a winter semester. This means that this form must be submitted by 22nd of May or 22nd of November at the Student Admissions Office.

I request a refund for

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

☐ I do not request a refund
☐ the proportionate amount of the semester fee (99,11 €)
   (leave of absence due to Study abroad, Illness, Pregnancy/Maternity leave)
☐ the entire amount of the semester fee (303,52 €)
   (leave of absence due to Federal Volunteer Service or for two semesters)
☐ the NRW semester ticket (187,40 €)
   (optional with every reason for a leave of absence)

I understand that I may no longer use the NRW semester ticket.

Personal information (please print)

<table>
<thead>
<tr>
<th>Student ID number</th>
<th>Date of birth</th>
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<tbody>
<tr>
<td>Last Name</td>
<td>First Name</td>
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<tr>
<td>Kontoinhaber</td>
<td>Name of bank</td>
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<td>IBAN DE __ __ __ __ __ __ __ __ __ __ __</td>
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I declare that I will not submit any required coursework or take any degree-relevant examination in the semester specified above during my leave of absence.

___________________________________________  ______________________________
(date)                                             (signature)