Request for a leave of absence

<table>
<thead>
<tr>
<th>Request for a leave of absence</th>
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<tr>
<td><strong>Please enclose a stamped an self-addressed envelope (0.70 €, DIN long)</strong></td>
</tr>
<tr>
<td>Last name, first name</td>
</tr>
<tr>
<td>Student ID number</td>
</tr>
<tr>
<td>Date of birth</td>
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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 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

- [ ] 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.

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: You are not entitled to financial aid through BAföG during a semester on leave!

Please note: Students on a leave of absence are not permitted to submit any required coursework or take degree-relevant examinations, according to § 48 (5) of the Universities Act of the Federal State of North Rhine-Westphalia (Hochschulgesetz). 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 just one semester at a time (exception: child care or if you stay abroad with the Pädagogischer Austauschdienst (PAD) or DAAD). It is not possible to request a leave of absence for your first semester unless you spend the first semester of your master's degree programme at a university abroad or you plan to do a voluntary work placement 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.

A semester on leave cannot be revoked by the student!

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.

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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 (294,74 €) (leave of absence due to Federal Volunteer Service or for two semesters)
- [ ] the NRW semester ticket (178,60 €) (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>
</tr>
<tr>
<td>Kontoinhaber</td>
<td>Name of bank</td>
</tr>
<tr>
<td>IBAN DE ___ _____ _____ _____ _____ _____ _</td>
<td>BIC</td>
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</tbody>
</table>

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)