Leave of absence form

Students, who for personal reasons wish to interrupt their studies, must notify this intention in writing to the head of the degree programme or degree programme secretariat, in compliance with the applicable deadlines.

Leave of absence for:
☐ Autumn semester 20….
   (please specify year)
   To be submitted at the latest by 31 July (HKB: 15 June)
☐ Spring semester 20….
   (please specify year)
   To be submitted at the latest by 31 January (HKB: 15 December)

Personal particulars

Last name
______________________________________________________________________________________________
First name
Matriculation number
Degree programme
______________________________________________________________________________________________

Studies may only be interrupted for important reasons. Proof of such must be enclosed with the application on submission so that approval may be granted.

Reason for leave of absence

☐ Illness / accident
   Enclosure: Doctor’s certificate
______________________________________________________________________________________________

☐ Maternity leave
______________________________________________________________________________________________

☐ Military or civilian service
   Enclosure: Call-up order
______________________________________________________________________________________________

☐ Extra-curricular internship
   Corresponding document(s)
______________________________________________________________________________________________

☐ Other important reasons
   Corresponding document(s)
______________________________________________________________________________________________

Please note that leave of absence applies for one semester, and may be granted for a maximum of two times in succession but not more than four times in total. Leaves of absence due to illness excepted. Instead of the tuition fee, a leave of absence fee of CHF 100 shall be due (Art. 85 FaV).
Applicant’s signature

Place, date  Signature

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Approval by head of degree programme

☐ Approved  ☐ Rejected: Reason:

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Place, date  Signature

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Legal basis: Ordinance of 16 November 2022 on Bern University of Applied Sciences (University of Applied Sciences Ordinance, FAV) Art. 85, Statute of Bern University of Applied Sciences (University of Applied Sciences Statute FaSt), Art. 39.