



Notes on deadlines and procedure in the case of withdrawal, termination of matriculation and leave of absence

Information for Bachelor and Master degree programme students

1.1 Basic procedure

Students intending to

- de-register again before beginning studies (withdrawal),
 - discontinue their studies (termination of matriculation at the student's own request),
 - or to defer their studies for a certain period (leave of absence),
- must notify this in writing. Provided notification is duly received the change is effected as per the end of the current semester (withdrawal) or for the following semester (termination of matriculation, leave of absence).

1.2 Withdrawals

Withdrawals apply only in case of applicants **prior to beginning studies**.

- Deadline:** Withdrawal from studies must be notified at the latest by:
Beginning of studies in the autumn: 31. July¹
Beginning of studies in the spring: 31. January²
- Notification office/Form:** Notifications must be sent to studadmin@bfh.ch.
- Fees:** If the notification is duly received, any semester fees already invoiced shall be cancelled and refunded as necessary.

1.3 Terminations of matriculation

- Deadline:** Notification of termination of matriculation at the student's own request or withdrawal from studies must be submitted at the latest by:
Termination of matriculation, end of the autumn semester 31. January²
Termination of matriculation, end of the spring semester 31. July¹
- Notification office/Form:** The "[termination of matriculation form](#)" is available for downloading on the intranet of bfh. The completed form must be sent per e-mail to studadmin@bfh.ch.
- Fees:** If termination of matriculation is duly received, any semester fees for the following semester already invoiced shall be cancelled and refunded as necessary.
- Further procedure:** Following their final semester the affected students shall receive an „Invoice sheet on termination of matriculation“. Moreover, a signed "Transcript of Records" is supplied after the posting of grades. Both documents must be kept as they are required in the event of reregistering at a university.



1.4 Leaves of absence

Deadline:	Leaves of absence must be notified at the latest by: Leaves of absence for the autumn semester 31. July ¹ Leaves of absence for the spring semester 31. January ²
Notification office/Form:	The " <u>leave of absence form</u> " is available for downloading on the intranet of bfh. The completed application (incl. reason for absence) must be sent per e-mail to the head of the degree programme or degree programme secretariat.
Fees:	If the application is duly received, any semester fees for the following semester already invoiced shall be cancelled and refunded as necessary. A leave of absence fee of CHF 100.— per semester shall be levied.
Further procedure:	The application shall be assessed by the department or division. Leave of absence applies for one semester and may be granted for a maximum of two times in succession, however not more than four times in total. Leaves of absence due to illness excepted. In the event of an absence over several semesters, all semesters must be approved, and all applications duly submitted.

The following deadlines apply to Bern University of the Arts students:

¹15 June

²15 December