



# 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

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Matriculation number

Degree programme

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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

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Maternity leave

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Military or civilian service

Enclosure: Call-up order

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Extra-curricular internship

Corresponding document(s)

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Other important reasons

Corresponding document(s)

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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.