



FORM TO REQUEST LEAVE OF ABSENCE

INFORMATION

Students can request a leave of absence for a longer period of time. Please note that a leave of absence is only recognised as an extenuating circumstance within the scope of the Binding Study Advice (P1+P2) when it has been approved by the SEA on behalf of the Executive Board Leiden. For more information please consult the BSA regulation of Leiden University.

The student needs to request a leave of absence **20 working days prior to the requested leave of absence**. Please return this form to the Senior Tutor.

TO BE COMPLETED BY STUDENT

I request permission for a leave of absence:

Student ID: _____ Email: _____

Reason: _____

How this impacts my study plan: _____

Date: _____ Name: _____ Signature: _____

TO BE COMPLETED BY STUDENT'S TUTOR

The student has discussed his/her leave of absence with me.

Comments: _____

Advice: _____

Date: _____ Name: _____ Signature: _____

TO BE COMPLETED BY SENIOR TUTOR

Request: Approved Denied

Grounds: _____

Date: _____ Name: _____ Signature: _____