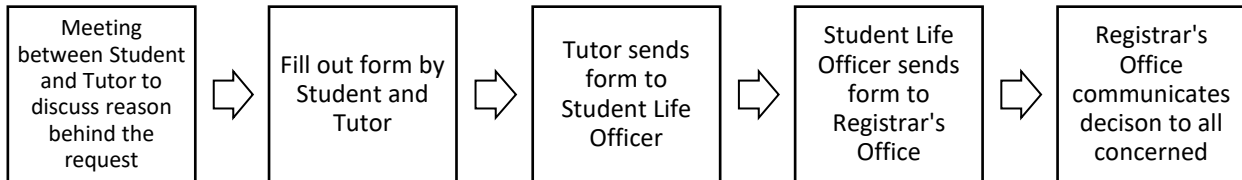




Leave of Absence



Student:

1. Save this pdf document on your computer.
2. Fill out the form.
3. Send by email to your tutor.

Name:

Student ID:

Tutor:

Date:

I would like to request

a leave of absence for

the duration of:

Starting on date:

Reasons for requesting

a leave of absence:

I request permission to stay on campus for the remainder of the semester.

I have read the document 'Leaving University College Utrecht' on the intranet carefully.

Tutor:

1. Fill out the form.
2. Save and attach the form to the original e-mail.
3. As subject, type: Request form
4. Forward to the Student Life Officer.

Please give relevant information and / or tutorial viewpoint:

Date:



Student Life Officer:

1. Fill out the form.
2. Save and attach the form to the original email
3. Forward to the Registrar's Office (ucu.registrar@uu.nl)

Request is: approved
 not approved
 approved under the following conditions

The student must
contact the Student
Life Officer before:
Date:

Registrar's Office:

1. Send the decision by email to:
 - Student
 - Tutor
 - Senior Tutor
 - Student Life Officer
 - Finance Department
 - Housing Department

Email sent on:
