

# THE EEG - PART 12C

## LEAVE OF ABSENCE



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## LEAVE OF ABSENCE

Students can receive an exemption from the obligation to study properly upon application for a leave of absence for two consecutive lesson blocks, or a maximum of three consecutive lesson blocks. To do this, you will need to make an application for a leave of absence. As part of the application for a leave of absence, you will be required to demonstrate the grounds for interrupting your studies.

Students do not lose their place to study at Wittenborg during their leave of absence and may subsequently continue their studies without reapplying.

If, due to mitigating circumstances you are unable to study and this period exceeds the maximum duration of three lesson blocks, it seems unlikely you are able to successfully continue your studies. In this case, we strongly advise you to deregister from Wittenborg. In case you decide to deregister from Wittenborg, Wittenborg will withdraw sponsorship of the study residence permit at the Dutch Immigration Office (IND). This will lead to IND revoking your study residence permit. We advise you to contact IND to continue your legal stay in the Netherlands. Once you are prepared to restart your studies, inform the Registrar Office of your intentions and they will inform you of the formal procedure to restart your studies.

## REASONS FOR LEAVE OF ABSENCE

Reasons for a leave of absence are:

1. An illness of the student certified by a medical certificate if the illness prevents proper study in the lesson block in question.
2. Physical, sensory, or other functional disorders.
3. Pregnancy
4. Exceptional family circumstances
5. Death of a first line family member

Reasons other than those listed above will only be recognized, if sufficiently justified and after a strict examination in each individual case. Economic reasons are generally not recognized.

## APPLICATION DEADLINES

A leave of absence request must be submitted at least before the start of the Project Week (W3) prior to the lesson block for which the leave of absence is taken.

## APPLICATION PROCEDURE

The leave of absence must be applied for in writing to the Registrar Office. The application must always be accompanied by appropriate evidence of the reason for the leave of absence, proving the reason for the application.

In case of illness, medical disorders or pregnancy, a medical certificate signed by a medical practitioner confirming the inability to study for the respective semester must always be submitted and is required to include the following information:

- Student is unable to study due to stated illness
- Student is under treatment with said practitioner
- Start and end date of the treatment

All information provided is treated confidential and will not be shared with third parties.

The decision on the application for leave of absence is made by written notification by the Registrar Office to the student email address.

## FEES & FINANCE

During the leave of absence the student remains a registered student at Wittenborg, and the study visa (if applicable), remains valid during this period. Additionally, as the registration is continuous, the student remains eligible for any DUO study finance/loan during the leave of absence period. For this reason, there is no freeze of payments obligations, nor can you apply for a (partial) refund of your tuition fees.

## ADDITIONAL CONDITIONS FOR INTERNATIONAL STUDENTS REQUIRING A STUDY VISA

- You must remain registered at the Dutch Municipal Database (BRP) during the leave of absence period