

Study Delay Form - Explanation

If the progress of your studies is affected by exceptional personal circumstances you may be eligible to receive financial support from the university. To be eligible for this support you must report the study delay to the Study Advisor within 30 days of it occurring. The steps that you should follow are detailed below:

Reporting exceptional circumstances

- Make an appointment with the study advisor to report that you are experiencing personal circumstances which are affecting your ability to study.
During the appointment, discuss the effect of these circumstances on your ability to study and make a study plan for the current academic year. Even if it is likely that these circumstances will effect your studies for a longer period of time you should only draw up a plan for the current academic year. At the start of the following academic year you should draw up a new plan, taking into account the experiences of the previous year.
The reporting of these exceptional circumstances and the study plan drawn up as a result must be recorded on the 'Reporting and Registering of Study Delay' form. The study advisor keeps the original form, you will be given a copy, and a copy will be sent to the Student and Education Affairs department (SEA).
You should then make a follow-up appointment with the study advisor.
NB. If these exceptional circumstances result in you being (almost) completely unable to study for a period of two months or longer, the study advisor will recommend that you (temporarily) cancel your student registration. You must do so via Studielink (or if you are following a non-government subsidised programme, by way of a de-registration form available from Plexus).
- At the end of the academic year you and the student advisor must complete the second section of the 'Reporting and Registering of Study Delay' form.
The study advisor will decide if you have made the efforts agreed to in the study plan. If this is the case your study delay will be formally registered.
You must send the completed 'Reporting and Registering of Study Delay' form to the Student and Education Affairs department (SEA).
- SEA will send you a formal decision stating how many months of study delay have been recorded.
You can convert these months into financial support later in your studies. This is generally done once your performance or tempo related grants have expired.

Payment of financial support for registered study delay

When you wish to convert your study delay into financial support you must complete the 'Request for Financial Support from Graduation Fund' form. This must be sent with the necessary supporting documents to SEA.

For more information about the Regulation on Financial Support for Students 2010:

www.reglementen.leidenuniv.nl/financien/ (in Dutch)