



**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: \_\_\_\_\_