

## Reporting and Registering of Study Delay

('Regulation on financial support for students 2010')

### Part I: REPORTING EXCEPTIONAL CIRCUMSTANCES

(to be completed by the study advisor)

#### PERSONAL DETAILS

##### STUDENT DETAILS

Family name, initials : M/F  
Date of birth:  
Student number :  
Address :  
Post code and town/city :  
Telephone number :  
E-mail address  
Start date of student grant (studiefinanciering) :

##### DETAILS OF THE STUDY PROGRAMME

Study programme:  
Start date of study programme: Is BSA applicable to the individual concerned? Y/N

##### DESCRIPTION OF THE EXCEPTIONAL CIRCUMSTANCES

The exceptional circumstances began on: .../.../..... Effecting academic year : .....  
Student reported the circumstances on: .../.../.....  
The circumstances were reported to: First report: Y/N  
The nature of the circumstances is:

The expected duration of the circumstances is:

The extend to which it is estimated that the circumstances will influence study performance is:

What options are available for the individual to catch up with his/her studies (e.g. retaking exams):

##### PLANS MADE AS A RESULT OF THE EXCEPTIONAL CIRCUMSTANCES

In consultation with the study programme, and as a result of these circumstances, the student has made the following study plans for the remainder of the academic year:

##### STUDY DELAY RESULTING FROM THE EXCEPTIONAL CIRCUMSTANCES

If the above-mentioned plans are adhered to, and the student makes use of the options available for catching up with his/her studies, the study delay resulting from these exceptional circumstances will amount to:  
.....months

Follow up appointment:

Date on which this plan was drafted:

Name:

Signature of study advisor:

Signature of student:

## Part II: REQUEST FOR REGISTRATION OF STUDY DELAY

(to be completed by the study advisor and student once the period specified in the aforementioned plan has come to an end)

### TO BE COMPLETED BY THE STUDY ADVISOR

Has the student made the efforts agreed to in the aforementioned plan?

Y/N

Date:

Name:

Signature of the study advisor:

### TO BE COMPLETED BY THE STUDENT

The undersigned requests registration of the study delay mentioned above:

Name, initials:

Date:

Signature student:

### ACCOMPANYING DOCUMENTS TO BE SUBMITTED

1. Grades achieved since the start of the study programme
2. Copy of a letter from DUO showing that you received a student grant (studiefinanciering) during the period of study delay, and also stating the amount of performance related or any other grants you have received.
3. Statement from a staff member of the Department of Health, Safety and Environment (VGM) (not required in cases when study delay results from a proven failure by the study programme to offer the necessary access to education.)
4. Additional statement from the student (if the student wishes to submit one).

### SUBMITTING THIS FORM AND ACCOMPANYING DOCUMENTATION

This form and the required accompanying documents can be handed in at, or sent by post to:

**Secretarial Office SEA  
PLEXUS Student Center  
Kaiserstraat 25, 2nd floor  
Postbus 9500  
2300 RA Leiden**