



Termination of Registration (and restitution of course fees)

Please complete this document in capital letters and forward with all relevant attachments to ICS, P.O. Box 2300, RA Leiden, or hand in at the student information desk, Plexus, Kaiserstraat 25, Leiden. Please read the instructions first.

Personal information (\*delete whatever is not applicable)

Name : ..... Initials : .....m/f\*
Address : ..... Date of birth : .....
Postal code : ..... Telephone No. : .....
Town/City : ..... Email address : .....
Bank/giro account: .....

Registration details

Education : ..... Student No. : .....

Was this the first year you were registered for higher education? : yes/no\*

Were you also registered with other any other institutions of higher education this year? : yes/no\*

Details of the course registration to be terminated:

Programme(s): ..... With effect from : .../.../...

If you have already enrolled for the coming academic year, do you want to cancel this registration? : yes/no\*

N.B. From the date when the registration is terminated, you are no longer entitled to a study grant or an OV card ( public transport discount) (see notes)

Please indicate the reason for terminating your registration:

- checkbox In the first year of the programme ('propedeuse') .../.../...
checkbox Completion of your studies. Please indicate the date of the examination (see notes for relevant date) .../.../...
checkbox Illness, exceptional family circumstances (please indicate when you became ill, or when the particular circumstances occurred) .../.../...
checkbox Exceptional educational circumstances Please indicate when these circumstances occurred .../.../...
checkbox Exceptional personal circumstances Please indicate when these circumstances occurred .../.../...

Appendices (please indicate which documents are attached)

- checkbox proof of registration (obligatory) (student ID card + registration document if applicable)
checkbox statement by a doctor or specialist (required for cases of illness and/or exceptional family circumstances)
checkbox statement by the study adviser (required for cases of exceptional educational circumstances)
checkbox your own written statement (required for cases of exceptional personal circumstances)

Signature

Place: ..... Date: ..... Signature: .....

## Notes relating to Termination of Registration

### *Personal Details*

Please complete your full name and all your initials. If you are married, you should enter your maiden name, not that of your partner.

The response to your application will be sent to the address which you enter here. If university staff should have any questions about your application, they will contact you on the telephone number or at the email address which you enter here.

This form cannot be used as notification of change of address. Change of address should be notified using U-twist.

The amount of fees which are due to be reimbursed will be transferred to the bank or giro number which you enter here. This may not be a savings account. You are responsible for ensuring that this account number is correct. Should you wish to change this number, you can do so provided no transfer has yet taken place. Such a change of account number must be notified in writing; it is not possible to accept change of bank details by telephone.

### *Details of the Registration*

Enter here the course(s) for which you are currently registered. Use the full name of the course.

Registration with an institution of higher education means registration at a university or HBO institution.

### *Termination of Registration*

If you are registered for more than one course, it is possible to terminate the registration for only one course. This may be relevant for the Leiden Binding Study Advice System in the first year of the study. Please see the notes on the procedure.

If you are also registered with another higher education institution and have paid the study fees to Leiden University, in order to be considered for reimbursement of college fees, you must include with this form the confirmation of termination of registration at the other educational institution.

Indicate the date on which you want to terminate the registration. Bear in mind the prescribed term within which termination is possible. This term is indicated in the notes on the procedure.

Indicate the reason for wishing to terminate the registration.

Enter the date on which you were first registered in the first-year phase, or enter the date of the circumstances which form the basis of your termination of registration. See the notes on the procedure for further conditions.

**Bear in mind that from the date when your registration is terminated, you are no longer entitled to a study grant nor to an OV card (discount card for public transport). Do not forget to return the OV card. If you cancel your registration and still retain your OV card, you will receive an invoice from the IBG (Information Management Group) for approx. € 140 for each month that you retained the OV card. In addition, the amount of the study grant which you received in this period will be reclaimed with immediate effect.**

## *Appendices*

Attach the proof of registration for the current and, if appropriate, subsequent academic year. N.B. Proof of registration is required, NOT your college ID card (with your photo), which you may keep. When you received your college ID card, you also received two statements of registration. If you have not already used these statements for other purposes, these should also be attached.

- In the case of illness, you should attach a doctor's statement which confirms that, as a result of illness, you are unable (or less able) to continue your studies. The statement must also indicate the date on which you became ill. You can, if necessary, apply for such a declaration to the GBGD (University Health Service). You can find their address at the end of these notes.
- In the case of exceptional family circumstances, you should attach a statement by a relevant professional person. This statement should indicate the date when the circumstances started, and should also state that the circumstances in question (largely) prevent you from continuing your studies.
- In the event of pregnancy, a statement by a midwife or doctor is needed.
- If there are exceptional educational circumstances, you should include a statement by your study adviser which indicates that you will not be in a position to continue your studies for an extended period of time.
- In the case of exceptional personal circumstances, you should attach a personal statement. This should clearly indicate the reasons why you feel obliged to terminate your studies.

**Do not forget to sign the form! If the relevant documents are not attached, your application will be returned to you, at your own responsibility.**

The completed application can be handed in at the Information Desk of Plexus Student Information Centre. If you have any questions, the staff there will be able to assist you. You can find the address and telephone number at the end of these notes.

If your situation is so complicated that these notes are not sufficient to clarify the course of action you need to take, you can make an appointment with a student counselor. You can find the relevant address and telephone number at the end of these notes.

## Procedure

### *Reasons for terminating your registration and the term within which this is possible*

During the course of the academic year, there are certain grounds on which student registration can be terminated. These grounds are defined in the Higher Education and Scientific Research Act (WHW). A summary is given below, with an indication of the article in the Act where the full text can be found.

You can terminate your registration:

1. If this is your first enrolment in a first-year higher education study
2. If you have completed your studies
3. In the event of illness or particular family circumstances
4. If you are unable to pursue your studies for an extended period
5. In the event of particular personal circumstances

### **Add. 1. Deregistration in the first year of the study (WHW Article 7.42 first paragraph under c)**

If you are following the first year of a course for the first time, the registration can be terminated with effect from the second month following the month in which the application is submitted.

*For example: if you submit an application for de-registration on 10<sup>th</sup> October, the termination can take place on 1<sup>st</sup> December at the earliest.*

### **Add 2. Deregistration on the grounds of completion of the study (WHW Article 7.42, first paragraph under a)**

If you have passed a doctor's examination, bachelor's examination, master's examination, medical doctor's examination or final examination of the teaching programme, you can terminate your registration with effect from the month following the month in which the examination took place. You should submit your application at the latest in the month following the month in which you complete your studies. If you submit the application later, your registration will be terminated with effect from the first whole month following the month in which your application is submitted. The date of completion of your studies is the date on which the examination committee confirms that you have met the requirements for the final examination. This is often an earlier date than that on which the diploma is awarded.

*For example: if the examination committee confirms on 15<sup>th</sup> January that you have met the requirements for the final examination, then your registration will be terminated on 1<sup>st</sup> February, even if the diploma presentation takes place later in February. If you do not submit your application for deregistration until March, then your registration will not be effective until 1<sup>st</sup> April.*

### **Add. 3. Deregistration on the grounds of illness or exceptional family circumstances (WHW Article 7.42 first paragraph under b)**

Your registration can only be terminated on these grounds with effect from the third full month after you have become unwell or after the exceptional circumstances occurred. This term is set by the WHW. Ill health can mean both physical and mental conditions. Exceptional family circumstances can mean serious or extended illness of a parent, partner or child whereby the student is under such pressure that he or she is unable to continue his or her studies.

Pregnancy falls under the category of family circumstances.

*For example: If you become unwell with effect from 10<sup>th</sup> October, the earliest date on which your registration can be terminated is 1<sup>st</sup> January.*

You can submit your application to terminate your registration on the basis of ill health and special family circumstances until the month of August of the academic year in which the circumstances were effective.

#### **Add. 4. Deregistration on the grounds of the inability to continue your (practical) studies for an extended period (WHW Article 7.42 first paragraph under d)**

If you are unable to follow the educational programme for an extended period due to the way in which the programme is structured, your registration may be terminated with effect from the first month following the month in which you submit your application for deregistration. No account will be taken of lecture-free periods.

*For example, if you submit your application on 15<sup>th</sup> March, your registration will be terminated on 1<sup>st</sup> April.*

#### **Add. 5 Deregistration on the grounds of exceptional personal circumstances (WHW Article 7.42 first paragraph under e)**

According to this Act, you can submit an application for termination of your registration on the grounds of a *reasonable request*. You can submit an application on this basis if it is not possible to deregister on the basis of one of the reasons mentioned under 1 to 4 above. Your registration will be terminated with effect from the second full month following the month in which your application is received.

The application will be honoured if, in view of your circumstances mentioned in your application, it is not reasonable to expect you to continue your studies in this academic year.

These grounds must include some significant change in your personal circumstances. The change must have taken place after the start of the academic year. Moreover, you must be able to convince/put a reasonable case that you would not have enrolled in this year if you had known of this change in advance.

*For example: If you submit your application on 10<sup>th</sup> October, your registration can be terminated with effect from 1st December.*

*N.B. If your registration is terminated on these grounds, you cannot re-register in the same academic year.*

## **Additional Information**

### ***Reimbursement of study fee***

If your registration is terminated, you will receive a reimbursement of the study fee for each remaining month of the academic year. If you have enrolled in more than one course, your study fee will only be reimbursed if you terminate your registration in all courses.

### ***Study grant***

Your entitlement to a study grant terminates with effect from the month in which your registration is terminated. This only applies if you terminate your registration in all courses for which you are enrolled as a full-time student. You are required to end your study grant yourself by submitting a Change Form to the IBG. (See also ‘Termination of registration’).

Interrupting your studies can have serious consequences if you should continue your studies in the month after which you reach the age of 30. In such circumstances it is therefore advisable to apply to the IBG for advice and information.

### ***Binding Study Advice***

As a first-year student, you fall within the ‘Leiden Study System’. One consequence of this is that you will not be allowed to continue your studies if you do not achieve enough study points in your first year. If you indicate in the first year that you want to terminate your registration and you then in fact do terminate your registration, you will then be able to start the first year of study again in a subsequent academic year.

### ***Regulation on Financial Support for Students 2000***

If you terminate your registration because of ill health or special family circumstances, you can only do this after a period of at least two months after the circumstances occurred. In this period you will not achieve any study results and will be in arrears.

It is advisable to notify your study advisor of this situation within 30 days of the start of the arrears. This is in case there should be any delay in your study and a possible application/appeal to the Regulation on Financial Support for Students 2000.

### ***Re-registration***

If your circumstances should change during the same study year to such an extent that you want to resume your studies, you can re-register. In this case you have to pay the course fees for the remaining part of the academic year.

*N.B. If you terminate your registration on the grounds of special personal circumstances, it is not possible to re-register in the same academic year.*

### ***Further information***

You can find further information on this regulation in the institutional part of the Student Statutes:

<http://www.studentenstatuut.Leidenuniv.nl>

Any changes to this statute are published in *Mare* under *Students and Student Affairs*. It is always possible to come to the Student Desk in person for information. You can find the address below.

## Addresses

### Information desk

Visiting address : Plexus, Kaiserstraat 25, Leiden  
Opening hours : Monday to Friday 09.00 – 17.00  
Telephone number : 071 527 8011  
Email address : [informatiecentrum@ics.leidenuniv.nl](mailto:informatiecentrum@ics.leidenuniv.nl)

### Informatie Beheer Group

Visiting address  
The Hague Service Point : Koninginnegracht 12 B/13,  
2514 AA The Hague  
Telephone number : 050-5997755  
Internet address : [www.ib-groep.nl](http://www.ib-groep.nl)

### University Health Service (GBGD)

By appointment only  
Telephone number : 071-5278015  
Visiting address : Rijnsburgerweg 10 (Poortgebouw), Leiden

### Student Counsellors

By appointment only or during open surgery Monday to Friday 15.30 – 16.30  
Visiting address : Plexus, Kaiserstraat 25, Leiden  
Telephone number : 071 5278011  
Email address : [decanen@ics.leidenuniv.nl](mailto:decanen@ics.leidenuniv.nl)