



Central Student Services
Ludwig-Guttman-Str. 6
69123 Heidelberg

To be handed in by the 15th of the previous month to the start of the semester / trimester

Application for Semester Break – non-EU/EEA-Student

(according to § 7 Immatrikulations- und Zulassungsordnung der SRH Hochschule Heidelberg)

Personal Data

Surname:

First Name:

Student ID-Number:

I hereby apply for a leave of absence (exemption from the obligation of regular study according to § 61 LHG Baden-Württemberg)

from

to

(max. until end of semester or trimester)

Reasons for Application (Please check and enclose documentation!)

- Medical leave (attendance at lectures and exams not possible due to **persisting illness**)
- Care / provision for a spouse or a relative in the direct line or first degree in-law, who needs care within the meaning of the Bundessozialhilfegesetz (**caring for a close family member who requires care**)
- Impending birth and/or sequent care of the child (**pregnancy & maternity leave**)
- Care of a child under the age of five, who lives in the same household and for which you are entitled to personal custody (**childcare for a child under the age of 5**)

Please note the following **conditions for a semester break**:

- If you need a visa to study in Germany, you cannot get a semester break for an optional internship.
- **At the end of your semester break you will be automatically re-registered** (tuition fee will be due again)!
- It is **not possible** to get a semester break in your **first semester**. Leave of absence **for previous semesters is generally excluded**.
- During a semester break students cannot take part in the self-government of the university. They are not entitled to use university facilities (excluding library and data processing centre). Furthermore, **neither courses nor examinations may be attended**. This also applies for **exams abroad**. The **withdrawal** of an approved semester break is **not possible** as a rule.
- The semester break is valid for the **complete semester/trimester**. The period of leave of absence should not exceed two semesters. **The extension of a semester break requires a new application and a new** documentation of the reasons for the break.

1.) Faculty / School of

Signature: _____ (Dean of Study)

2.) Central Student Services (arc. 101, 1. floor, LGS6)

Signature: _____ (CSS)

Date: _____

Signature: _____ [Student]