



# APPLICATION FOR APPROVED LEAVE FROM STUDIES

Name: \_\_\_\_\_ Personal identity number: \_\_\_\_\_

Street address: \_\_\_\_\_

Postcode, town/city: \_\_\_\_\_ Phone number: \_\_\_\_\_

Enrolled in programme: \_\_\_\_\_

Email: \_\_\_\_\_

School:  School of Health and Welfare  School of Education and Communication  Jönköping International Business School  School of Engineering

Have you previously been granted leave?  No  Yes Period: \_\_\_\_\_

I apply for approved leave from - to: \_\_\_\_\_

### Reason

- Parental leave (certificate must be presented)
- Military service (certificate must be presented)
- Illness (certificate must be presented)
- Other special reason (specified here or in attachment)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Supplementary exams:

Programme director/course coordinator

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The student is responsible for finding out the date and time of and registering for any supplementary exams.

Intended date of resumption: \_\_\_\_\_

The student must give notice of the date of resumption no later than: \_\_\_\_\_

Other points agreed:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Place and date

\_\_\_\_\_  
Student

\_\_\_\_\_  
Programme director/study counsellor

|   |
|---|
| <p><b>Decision</b></p> <p>Application <input type="checkbox"/> Approved <input type="checkbox"/> Denied</p> <p>Statement of reasons _____<br/>_____<br/>_____</p> <p>_____<br/>Place and date</p> <p>_____<br/>Decision maker's signature</p> |
|---|

Send the application to  
Registrar  
School (specify)  
Box 1026  
551 11 Jönköping  
Sweden

A copy of the decision will be sent to: Date/signature  
student  
course coordinator/  
programme director  
concerned  
Ladok administrator  
registrar  
study counsellor

### Notice of resumption of studies

The student must notify the Academic Administration of his or her resumption no later than the above agreed date. If the student does not give such notice, the university reserves the right to deregister the student. Unless there are special reasons, leave from studies is granted for a maximum of one (1) year. Only students who are enrolled in a programme may be granted leave from studies. It is on the student to notify the Swedish Board of Student Finance (CSN) of the approved leave.

### How to appeal

The decision may be appealed to the Board of Appeals at Jönköping University (HJÖN). The appeal must be in writing and reach HJÖN (Jönköping University, Överklagandenämnden, Att: Hans Rudberg, Box 1026, 551 11 Jönköping, Sweden) no later than fourteen (14) days from the date of the decision. The notice of appeal must state which parts of the decision are appealed against and specify the change sought by the appellant as well as the grounds for the appeal.