

Application for the Interruption of Studies¹

To be filled by the applicant			
Name:		Student number:	
applies to the Academic Director / head of the further education programme for the interruption of her/his studies			
Study programme / further education programme:			
for the following time period			
Beginning (DD/MM/YYYY) ² :		End (DD/MM/YYYY) ³ :	
with the following explanation (please tick as appropriate) ⁴ :			
<input type="checkbox"/>	Military or civil service <i>Proof: confirmation of the military command unit or community service agency</i>		
<input type="checkbox"/>	Illness which demonstrably impedes the academic progress <i>Proof: confirmation from a public health officer or medical specialist</i>		
<input type="checkbox"/>	Pregnancy <i>Proof: confirmation from a public health officer or medical specialist</i>		
<input type="checkbox"/>	Childcare responsibilities or similar care obligations <i>Proof: sworn declaration, birth certificate and residence registration of the child, residence registration of the applicant; the residence registrations must be no older than three months at the time of the application.</i>		
<input type="checkbox"/>	Voluntary social year <i>Proof: corresponding conformation</i>		
<input type="checkbox"/>	Employment, which substantially impedes the academic progress <i>Proof: detailed explanation* in the application form, supporting documents and/or sworn declaration</i>		
<input type="checkbox"/>	Occurrence of other extraordinary living circumstances, which temporarily make the continuation of studies appear impossible or unreasonable <i>Proof: detailed explanation* in the application form, supporting documents and/or sworn declaration</i>		
* Detailed explanation:			
_____ Place, date		_____ Signature of the student	

¹ Pursuant to Art. 14 University of Applied Sciences Studies Act (FHG), Federal Law Gazette no. 340/1993 in connection with the Statute of the St. Pölten UAS, Section 2 (Study Law), as amended. The student is to apply for the interruption of her/his studies with the Academic Director or head of the further education programme – using this application form – either electronically, by post or in person.

² The interruption of studies is, on principle, to be applied for at the beginning of a semester.

³ End of the respective semester.

⁴ The student is to provide evidence for or credibly state the reasons for the interruption of studies and the intended date of resumption. Any required documents of proof are to be enclosed with this application form.

To be filled in by the Academic Director / head of the further education programme	
Name of the Academic Director / head of the further education programme:	
<input type="checkbox"/> Approved	
<input type="checkbox"/> Not approved; statement of grounds:	
St. Pölten, (date) _____	_____ Signature of the Academic Director / head of the further education programme
Further processing by the responsible programme administration:	
<input type="checkbox"/> Entry of the interruption into the electronic student administration system	
<input type="checkbox"/> Scan of the application form signed by the Academic Director / head of the further education programme to the applicant	
<input type="checkbox"/> Storage of the application form signed by the Academic Director / head of the further education programme	