## LEAVE OF ABSENCE

Students use this form to formally request an official Leave of Absence when they anticipate missing class for all or most of a semester. Students in need of a Leave of Absence should first consult with their Academic Advisor, before submitting the form to the Head of Student Life or Director of Academic Services, and then finally to the Dean, for approval. The leave will not be considered official until the form with appropriate signatures has been returned to the Registrar's Office and processed.

Please note that if you hold a residence permit for your stay in Germany and will be outside of Germany for 6 months or longer, then you must be in touch with the Landesamt für Einwanderung (Immigration Office). Please contact Student Life with any questions.

**Only ONE Leave of Absence is allowed while attending Bard College Berlin.** An extension of a Leave of Absence or an additional Leave of Absence beyond the initial request will be subject to special approval procedures.

Full Name:				
Permanent Addres	s:			
Address while on l	eave:			
(if different from pe	rmanent address)			
Email Address:				
Reason for leave:				
	//mm): sem@	-		
Final day of absen	ce (dd/mm): s	semester: year:		
	and that students are only emester during their time at E es:		ive of	
Student	Signature/Date	Head of Student Life/ Director of Academic Ser	5	
Academic Adviso	r Signature/Date	Dean S	ignature/Date	
xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	*****		****	
Date received	Date processed	Processed by		
Notes:				