



## Enrolling for Absence

<b>Student</b>	Last name and first names (underline preferred first name)		Personal identity code (or date of birth)
	Address		Telephone
	Email		
<b>Studies</b>	Student number	Group code	Studies started on (date) ____. ____ . 20 ____
	Campus	Field of Study	
	Degree programme		Class/Group tutor
<b>Time of absence (x)</b>	<input type="checkbox"/> Autumn term                      year ____ <input type="checkbox"/> Spring term                              year ____		
<b>Reason for absence</b>	(only for statistics)		
<b>Note:</b>	<ul style="list-style-type: none"> <li>• When a student who has enrolled absent for an academic year wishes to continue studies, (s)he can do so by enrolling for attendance before the spring term begins.</li> <li>• After enrolling absent the student is not entitled to pursue studies at Saimaa University of Applied Sciences. This means that (s)he cannot attend lectures, do supervised practical training, or be tutored on a Bachelor's thesis. No credits for completed studies are entered in the register. Note: Open university of applied sciences studies are possible but the credits are entered into the register only after the student has enrolled attending again. A separate fee has to be paid for open university of applied sciences studies.</li> <li>• An absent student is not entitled to student allowance. (S)he must notify the financial aid committee not later than on the 15<sup>th</sup> day of the month preceding the first month of absence.</li> <li>• Periods of absence do not shorten the overall time period during which studies must be completed.</li> <li>• A student may enrol absent for the maximum period of one academic year at a time. A student may be absent for two academic years during the studies.</li> <li>• When a student considers the option of enrolling absent, (s)he must bear in mind that restarting the studies at a later date may involve problems: certain study courses may not be available any more, and programmes can be discontinued or offered again after several years.</li> </ul>		
<b>Student's signature</b>	Date and signature ____. ____ . 20 ____		
<b>Received by</b>	Date and signature		

**After filling in this form, present it to the office personnel at your faculty/unit.**