Request to register study delay

PERSONAL DETAILS
Name:
Student number:
Telephone number:
E-mail address:
Student finance commencement date:

DETAILS OF STUDY PROGRAMME
Programme:
Programme commencement date:

DETAILS OF EXCEPTIONAL CIRCUMSTANCES
The exceptional circumstances began on: ...../...../.....
Study progress as a consequence hereof first occurred on: ...../...../.....
Study delay reported to study adviser, Mr./Ms ................. on: ...../...../.....
I grant permission for the student counsellor who handles my request to contact my study adviser. Yes/No*

Nature of the circumstances (e.g. family circumstances, disability, illness):

Expected duration of the circumstances:

What options are available to enable you to catch up with your studies (e.g. re-taking exams)?:

ADAPTED STUDY PLAN DUE TO EXCEPTIONAL CIRCUMSTANCES
Have you drawn up an adapted study plan which takes your circumstances into account, in consultation with your study adviser? Yes/No*

If applicable, provide details of your adapted study plan here below. Indicate how may study credits you will obtain on the basis of the adapted study plan.

Name:
Date:
Signature:

*If you do not grant permission to contact your study adviser, you must instead submit a statement issued by your study adviser along with this request form. The statement must clearly indicate when you reported your study delay, whether you have adhered to the agreed study plan and whether you have reported further delays.
SUBMITTING THE FORM AND ACCOMPANYING DOCUMENTS
Send this form and accompanying documents before 1 February in the academic year following the year in which your study progress was delayed, to secretariaat@sea.leidenuniv.nl.

REQUIRED ACCOMPANYING DOCUMENTS
1. Study results for your entire study programme.
2. Copies of DUO correspondence showing your student finance history. The correspondence must clearly show that you were receiving student finance in the period in which your study progress was delayed and that, in that period, you had not received student finance for longer than the nominal duration of your study programme.
3. Expert statement (e.g. doctor, psychologist).
4. Your own personal statement.