

## Application for increasing the study credit balance

for the

**A separate application must be submitted for each semester.**

Surname, first name:	
Street, house number:	
Postcode, town:	
Course of study:	
Matriculation number:	

According to § 12 para. 2 S. 1 and 2 NHG(1), the study credit results from the number of semesters of the standard period of study for the chosen undergraduate degree program plus six additional semesters. For a consecutive Master's degree course, the study credit is increased by the number of semesters of the standard period of study for this degree course. Under certain conditions the study credit balance isn't spent.

**Please note:**

This application should be submitted before the end of the period for re-registration (until 15th December for the summer semester and until 15th June for the winter semester) but at the latest until one month after the end of the lectures in the corresponding semester. After that the use of credit will be assumed. The assumption can be disproved until the end of the following semester.

I apply for increasing the study credit balance (§ 12 para. 3 NHG) because of

- Caring for children during the studies which are under the age of 14 at the start of the semester**

I attach the following:

- **Birth certificate** of the youngest child
- **Household certificate** from the registration office

- Caring for a close relative in need of care**

I attach the following:

- **Expert opinion issued by the Medical Review Board** (§ 3 para. 2 Caregiver leave law)
- **Proof for the degree of relationship** (§ 7 para. 3 Caregiver leave law)

<sup>(1)</sup> NHG = Lower Saxony Higher Education Act in the version of 26.02.2007 (Nds. GVBl. p. 69), last amended by Article 1 of the Act of 15.12.2015 (Nds. GVBl. p. 384)84)

<sup>(2)</sup> Application applies for a maximum of two semesters (§ 12 para. 3 sentence 2 NHG)

- Activities in a body of the university, the student body or the student union** <sup>(2)</sup>

I attach the following:

- Proof that an activity as an elected representative is carried out.

- Performing the duties of the Equal Opportunities Officer** <sup>(2)</sup>

I attach the following:

- Proof that the office of Equal Opportunities Officer is held.

### **Leave of absence**

Leave of absence is granted ex officio upon application by April 1 for the summer semester and by October 20 for the winter semester.

For the case this application gets approved and you have already paid the long-term tuition fee please submit your current bank account for the **refund**.

Account holder:			
IBAN:			
Bank:			BIC:

### **Declaration:**

I confirm the completeness and accuracy of the attached proofs as well as the stated information.

\_\_\_\_\_  
Place, date

\_\_\_\_\_  
Signature