**R E Q U E S T**

**F O R W I T H D R A W A L O F R E G I S T R A T I O N**

In special cases, like serious illnesses, accidents, or extraordinary, unexpected circumstances, the Student or his/her representative can request the cancellation of his/her previous registration for the semester within one month after the start of the semester. He/she needs to present the original documents attesting the unexpected event at the Department of International Affairs. The request will be considered by the Board of Studies of the Faculty. No justifiable excuse may be provided beyond the deadline.

Name (as in passport):...................................................................................................................................

Neptun code: ....................................................................... Registration number:.....................................

Programme of Study:......................................................................................................................................

Phone, e-mail address:....................................................................................................................................

I withdraw my registration for the academic year ……/....... **Fall / Spring** semester

from **ACTIVE** (registered) to **PASSIVE** (gap semester, temporary suspension of studies)

The required proof has been enclosed.

Budapest, 20........................................

................................................................

student’s signature

**Confirmation of the Quaestura Office**

*(Please have this section sealed and signed to the dotted line below.)*

I confirm that .................................................................................................................... (name of the student)

**has not validated** his/her student card in the Quaestura Student Office for the academic year …………../………….. Fall / Spring semester.

Budapest, 20........................................

Quaestura Office

**FOR OFFICIAL USE ONLY!**

The original of the proof of the unexpected reason has been received by:

......................................................................

signature

**Approval of the Board of Studies: approved / not approved**

Budapest, 20 ...............................................

 …………………………….

 Vice Dean

**The registration and the courses have been deleted:**

Budapest, 20..............................................

……………………………..

signature