**STUDENT REQUEST FOR DORMANT STATUS**

*Please complete and SIGN THIS REQUEST. Return the request to the Student Affairs Office.*

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| --- |
| *STUDENT INFORMATION* |

Name and Surname Student ID#

|  |  |
| --- | --- |
|  |  |

Faculty Currently at ELS

|  |  |
| --- | --- |
|  | YES NO |

Have you already applied for a dormant status before?

|  |  |
| --- | --- |
| YES | NO |

In which semester would you like to take dormant?

|  |  |  |
| --- | --- | --- |
| SPRING SEMESTER | AND | FALL SEMESTER |

|  |
| --- |
| **The reason for applying is:** |
| * Maternity leave; **(Evidence needed)** * An illness due to which I cannot attend the classes or sit for the examinations **(Evidence needed)** * Carrying out an approved professional work; **(Evidence needed)** * Other justifiable reason (extreme family problems, death cases of nearer family members, serious financial problems that question my existence and residence in B&H).   **Please elaborate below:** |

|  |
| --- |
| Note:  **Appeals without evidence provided will not be taken into consideration!**  **Students with financial debts must clear their debts before requesting dormant status!** |

Signature: Date:

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***Filled by the Finance Department!***

|  |  |
| --- | --- |
| **Approved** | Disapproved |
| Name and Signature: | Date: |
| Note: | |

**Study Rules for the First Study Cycle at IUS**

**Dormant Student Status**

**Article 9 (Dormant status)**

1) Students' rights and obligations may remain dormant for a maximum of two semesters within an academic year under the following conditions and reasons:

a) during the student's maternity and paternity leave,

b) during a period of illness that prevented a student from attending lectures and sitting for examinations (which must be supported by the medical statement issued by a healthcare institution),

c) during a period of approved internship, professional development, or attending a non-cyclical form of education, and

d) for any other justifiable reasons, such as exceptional family circumstances, death of close family members, financial hardship which could affect the student's living arrangements and stay in Bosnia and Herzegovina, and other reasons listed and explained in the written application for dormant status which is decided by Dean.

2) To apply for the dormant status, the student submits the request to the Student Affairs Office accompanied by the explanation of reasons no later than the add-drop period of a particular semester.

3) The Dean of the relevant Faculty decides on the dormant status.

4) Expiry of the dormant status of the student’s rights and responsibilities occurs in the following circumstances:

a) at the expiry of the dormant status period,

b) upon the Dean’s decision to revoke the decision on the student’s dormant status

c) upon the student’s withdrawal from the University, and

d) in other circumstances stipulated by the bylaws of the University.

6) To re-activate from the dormant status, the student notifies the Student Affairs Office.

7) After the student’s dormant status expires, the student continues studies with full rights and obligations.