 **Application form – Deregister from a degree programme / Change of degree programme**

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| **Student identification** (to be filled in by the student) | |
| Surname & first name: |  |
| Student number: | *(mentioned on the front of the student card)* |
| Registered for the degree programme: |  |
| Phone number (where we can easily reach you): |  |
| Private e-mail address: |  |

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| **Application** (to be filled in by the student) | | |
|  | I would like to deregister completely and permanently from the following degree programme  for the academic year | |
|  |  | I had a talk with the learning path coach on the following date |
|  | Please note:   * **Submit this form in person to the student administrative services centre to finalize your deregistration! The date of receipt by this department = the date of your deregistration.** * The deregistration date from the degree programme determines any possible return of learning account and tuition fee. * Deregistering before your ISP is approved will result in having to refund the child benefit you might have received since the start of the academic year; if you deregister after your ISP is approved, and *if* you meet the requirements for the receipt of child benefit, you get to keep the child benefit you received up until the deregistration. * If you receive a scholarship from the Flemish Community, you will need to (completely or partially) refund this amount. * Deregistering is irreversible within the same academic year. That means it will be impossible to partake in exams and it will be impossible to re-register for the same programme or courses, regardless of the contract type.   For more information about these consequences, please contact the STUVO department. | |
|  | I would like to deregister from the following degree programme/track  and register in the current academic year for the following degree programme/track | |
|  | Please note:   * Registering for another degree programme after 10 October requires a permission from the cluster. * The date of deregistration from a degree programme determines any possible return of learning account and tuition fee. * to be able to register for a Bachelor of education proof of participation in the entry test is required. | |
| A possible reimbursement or adjustment of tuition fees can be done on the following account number (only applicable if there is no account number mentioned in your KU Loket – My financial details):  Signature (manual, digital, scanned): | | |
| **Motivation for the deregistration/ modification** (to be filled in by the student) | | |
| Complete deregistration:    Changing degree programme: | | |

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| **The cluster** (to be filled in by the director or his representative) |
| **Complete deregistration**:  The learning path coach had a talk with the student on:  Please note: a talk with the learning path coach is compulsory for some degree programmes, please check the list on <https://www.odisee.be/en/learning-path-coaches>  **Attention! The date of deregistration is the date on which the student administrative services centre signs this document and acknowledges receipt! (not the date of the talk with the learning path coach, nor the date on which the deregistration is reported to any organization other than the student administrative services centre)**  **Changing your degree programme**:  If the student wants to change degree programme after 10 October, advise the student to make sure that he/she still has permission to register for the other degree programme.  **Other useful advice:**  Is the student entitled to a scholarship from the Flemish Government?  Is the student entitled to financial support from the Social Service Odisee?  Does the student still have questions about child benefit?  Does the student still have questions about reorientation?  If so, refer the student to the STUVO department.  Date:  Name:  Position/capacity:  Signature (manual, digital, scanned): |

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| **Student Administrative Services Centre** (to be filled in by a member of the SASC) |
| **Complete deregistration**:  The deregistration is definite when this form is handed in at the student administrative services centre, which registers the deregistration in SAP with consequences for learning account, child benefit, tuition fee and scholarships.    The date of receipt by the Student Administrative Services Centre  = the date of deregistration:  Name member SASC:  Signature member SASC (manual, digital, scanned): |