Early termination of studies (declaration of withdrawal)

**Legal basis**

The early termination of studies is regulated in the General Academic Regulations for Bachelor's and Master's degree programmes at the Zurich University of Applied Sciences, 29th January 2008 / §22 and §35 ([GAR](https://gpmpublic.zhaw.ch/GPMDocProdZPublic/Fuehrungsgrundlagen/Z_SO_414_252_3_General_Academic_Regulations.pdf)), and by the ZHAW's Regulations on Admission, Matriculation and Exmatriculation, 1st March 2012 / Art. 25-28 ([ZHAW⁠ Regulations for Matriculation/Exmatriculation](https://gpmpublic.zhaw.ch/GPMDocProdZPublic/Fuehrungsgrundlagen/Z_RE_Regulations_on_Admission_Matriculation_Ex_matriculation_ZHAW.pdf)).

General information on early termination of studies

* The legal consequences of early termination are based on the [GAR](https://gpmpublic.zhaw.ch/GPMDocProdZPublic/Fuehrungsgrundlagen/Z_SO_414_252_3_General_Academic_Regulations.pdf) (§22 and §35) and the [ZHAW Matriculation/Exmatriculation Regulations](https://gpmpublic.zhaw.ch/GPMDocProdZPublic/Fuehrungsgrundlagen/Z_RE_Regulations_on_Admission_Matriculation_Ex_matriculation_ZHAW.pdf) (Art. 25-28).
* You will remain enrolled in the modules and related exams in the semester of your withdrawal. Uncompleted assessments will be awarded a grade of 1.0.
* Completed modules are awarded a grade and ECTS points, which will be recorded in your ToR. The ToR can be viewed on [myZHAW](https://my.zhaw.ch/de/) at the end of the semester, after the grades have been released.
* After the deadline, you will be required to pay your semester fees (§22 of the GAR, 29th January 2008). The withdrawal deadlines are outlined in the Key Dates Bachelor Programmes document: <https://www.zhaw.ch/en/lsfm/studies/bachelor/organising-your-studies/>. This does not apply to students who withdraw from their studies as a result of failing repeat examinations.
* For administrative reasons, you will receive a confirmation of exmatriculation at the end of the semester, after the grades have been released.

**Support Services**

We recommend contacting your student advisor or programme director before submitting a withdrawal form.

**Confirmation**

You will receive confirmation of receipt by e-mail from the academic office.

To be completed by the student:

Name:       First Name:

Street:       Postcode/City:

Matriculation number:    -   -    ZHAW email:

**I wish to withdraw from the** Choose one. **degree programme as of:**     

For the following reasons:

\*Personal reasons (health, childcare, occupation, etc.)

Entry into professional life

Reorientation (different course/different studies, namely      )

Dissatisfaction with the degree programme/the study environment, namely:

Studies do not meet my expectations

Quality of teaching

Infrastructure (buildings, premises, catering, etc.)

Financial reasons

Other reasons, namely

\* Note: This reason can also be used to justify an application for a temporary withdrawal from studies (GAR §23).

Is it likely that you will resume your studies in the same field?

Choose one

Please indicate whether you intend to complete the current semester or not:

Choose one

***Note:*** *Unjustified absences from assessments will result in a* ***grade 1*** *or a* ***fail*** *if you withdraw after the start of the semester (GAR §35). For justified absences from assessments, the* [Withdrawal from Missed Module Examinations](https://www.zhaw.ch/storage/lsfm/studium/_formulare-merkblaetter/absenzen-formular-abmeldung-modulpr%C3%BCfungen-mit-az.doc) (de) *form must be submitted.*

For **Chemistry** **students**: The following signatures **must** be obtained before exmatricualtion, otherwise your **withdrawal cannot be processed**.

*Only* ***Chemistry******students*** *are required to obtain a signature. Any outstanding amount must be paid at the Reidbach reception.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Chemicals Office Reidbach: |  | open amount CHF |  | Reidbach Reception: |  |
| Any unused **Campus Card credit** can be reimbursed at the Service Center | | | | | |
| **Grüental Service Centre** opening hours: GA 202  Mo – Fr: 08:00 – 12:00 | | **Reidbach Service Centre** opening hours:  RT 140  Mo – Th: 08:00 – 12:00  Fri: 08:00 – 12:00 and 14:00 – 16:00 | | | |
| Other remarks: | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Date: |  | Student's  signature\*: |  |
| Date: |  | Academic office signature\*: |  |

\*Note: An electronic signature is accepted.