

Student's Enrolment N°

Submission Deadline: October 31, 2022

Place of submission: This form must be submitted via e-mail to the **President/Secretary of the Jury of your corresponding Year of Studies.**

Once it is approved, the Faculty's Administration will encode your annual course program reduction and you will receive a summary report via mail.

Notwithstanding the provisions of Article 100 of the Decree defining the landscape of higher education and the academic organization of studies of November 7, 2013, students can choose to reduce their program of activities, until the **October 31**. This modified program is established in cooperation with the jury and may include specific remedial activities.

**Attention please ! Non-European students who need a renewal of their residence permit with the Immigration Office (<https://dofi.ibz.be/fr/themes/third-country-nationals/etudes>) must be registered to a minimum of 54 ECTS.** This balance may be lower:

- Because the student is enrolled in their final academic year, or
- Because independently of the student's free will, the student cannot have a higher credit total

For more information, please check the ULB Registration Office Website: <https://www.ulb.be/en/enrolment>

The student must accompany his request by all **supporting documents** to reinforce their request.

**TO BE FILLED IN BY THE STUDENT**

LAST NAME : .....

FIRST NAME : .....

Program for which the annual course reduction is requested: .....

.....

Reasons for request :

- Professional reasons
- Academic reasons (only double enrolments or complementary programs)
- Social reasons
- Medical reasons
- Severe medical or social reasons (all year long)
- PASM (tailored first year programs)
- Student with specific needs (EBS)

Date : .....

**Student's signature**

**By signing this document, you agree to comply with the following conditions, as established by the University:**

- Each annual program must include a **minimum of 16 credits** of courses, seminars and practical works (with the exception of AESS).
- The decision regarding the course load reduction is **irrevocable.**

