\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

institutional stamp

**CLEARANCE SLIP**

First and Last name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student ID number \_\_\_\_\_\_\_\_\_\_\_\_

Date of Termination/ Leave \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Settlement Before the Defense of Diploma Thesis

|  |  |
| --- | --- |
|  | **Date, Signature & Stamp of the Authorized Person** |
| LIBRARY  - Lack of any arrears |  |
| BURSARY (room 108)  - All financial receivables were settled |  |
| STUDENT AFFAIRS (room 108)  - Student card was returned\* |  |

\*Students have the right to hold their student ID card until the date of deletion from the student list or suspension of the student's rights.

\*Graduates of the first level studies (bachelor’s) have the right to retain their ID card until 30th of March or 31st of October of that year

\*Graduates of the second level studies (master’s) have the right to retain their ID card until the date of their graduation (till the day of the diploma examination)

**If you are resigning from/quitting the University**

**Please choose the reason of leaving**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | poor education  quality |  | financial situation / I found a better deal |  | I am not satisfied with student service |  | Poor linguistically classses / taught in a language other than advertised |
|  | I do not feel comfortable in the international environment |  | badly planned classes (a lot of gaps) |  | Unsatisfactory offer of programme |  | family matters (departure, health) |
|  | | | | **Date, signature and stamp of the authorized person** | | | |
| **VICE-RECTOR FOR STUDENT AFFAIRS,**  **/**  **COORDINATOR FOR EDUCATIONAL PROCESS** | | | |  | | | |