

Return application to:  
**Högskolan i Gävle**  
**Studievägledningen**  
**801 76 GÄVLE**

Registration Number:



## Application For Non-Completion

Name	Civic registration number
Address	E-mail
Postal Code/City/Town	Phone

### Application for:

**Non-completion of programme**

I hereby notify that I terminate my studies on the following programme, including ongoing courses:	Studies to be terminated from (date)
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**Non-completion of freestanding course/s**

	I hereby notify that I terminate my studies on the following course/s	Credits	Studies to be terminated from (date)
1			

Reason for non-completion – non-obligatory information (for statistics and analysis only)

<input type="checkbox"/> have begun another programmet/course/s	<input type="checkbox"/> changed social situation
<input type="checkbox"/> not satisfied with the implementation of the programme/course	<input type="checkbox"/> financial difficulties
<input type="checkbox"/> not satisfied with the content of the programme/course	<input type="checkbox"/> other reasons
Any other message to HiG	
<input type="checkbox"/> I want a certificate of enrollment	

Date	Signature
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## **IMPORTANT INFORMATION!**

Application for non-completion can only be made during present education and is to be sent within 7 days from the desired discontinuation date. If you have not given a date for the non-completion, on the form, the incoming date will also count as the discontinuation date. Non-completion means that you will be deleted from current lists of participants, mailing lists, etc. from the discontinuation date. A note about the non-completion will also be added into the computer-based student register (Ladok) for each running programme/course/freestanding course. Note! An application for non-completion is a definitive statement about terminating the education (exams, written assignments, etc. may therefore not be written after the discontinuation date).

The credits that you have been approved for during your studies at the program/course are not affected and will remain in Ladok. If you start the same programme/course again, or another college/university programme/course, it might be possible to transfer your credits. Decisions about credit transfers will be taken by the concerned college/university.

If you want to resume your studies please contact the Study Councillor Office.

### **The University's decision**

Non-completion for programme inserted in the computer-based student register (Ladok)

from: \_\_\_\_\_ Date for insertion: \_\_\_\_\_ Signature \_\_\_\_\_

Non-completion for course/s inserted in the computer-based student register (Ladok)

from: \_\_\_\_\_ Date for insertion: \_\_\_\_\_ Signature \_\_\_\_\_