Kraków, on …………………………. *(date)*

……………………………………………………………

Student’s name and surname

…………………

No. of Student album/register

…………………………………………………………………………………….………

Field of study/study major; form, mode, and semester of studies

…………………………………………………………………………………………….

Address for correspondence

**To ………………………..…….………………………,**

**Director of the Institute of ………..………………**

**…………………………..…………………… College**

**Cracow University of Economics**

Pursuant to Article 25 section 2 of the Study Regulations of the Cracow University of Economics, I wish to kindly request permission to be granted a **short-term leave from classes[[1]](#footnote-1)** for the period from: …………………………………….… to ……………………………………….

Yours sincerely

……………………………………………………….

**Short-term leave from classes**

Regarding the application by: …………………………………………….. (*Student’s name and surname*)

of: ………………………………….. (*date*)

**Information filled in by the Dean’s Office employee:**

……………………………………………………………………………………………………………………………………..……………………………….

………………………………………………………………………………………………………………………………………….…………………………

…………………………………………………………………………………………………………………………………………….………………………

…………………………………………………………………………………………………………………………………………….………………………

…………………………………………………………………………………………………………………………………………….………………………

…………………………………………………………………………………………………………………………………………….………………………

…………………………………… ………………………………………………………..

*(date) (signature and stamp of the Dean’s Office employee)*

**DECISION OF THE DIRECTOR OF THE INSTITUTE**

According to § 16 section 2, and § 16 section 3 of the Study Regulations of the Cracow University of Economics

* **I GRANT MY APPROVAL** for a short-term leave from classes for the period from ………….….. to …………..….….
* **I DO NOT GRANT MY APPROVAL** for a short-term leave from classes **–** subject to the followingjustification: ……………………..…………………………………………………..……………………………………………………………………..………………………

……………………………………………………………………………………………………………………………………………………………..…………..

…………………………………… ………………………………………………………..

*(date) (signature and stamp*

*of the Director of the Institute)*

1. A student may apply for a one-year leave of absence without providing a reason – granted once during their studies after the student has been enrolled for the third semester. [↑](#footnote-ref-1)