

## Exemption to cancel a registration for a course or project

DIN ANSØGNING MÅ GERNE UDFYLDES PÅ DANSK!

Name	
Date of birth	
ITU email	
Student number	
Name of ITU Study Programme	
Phone number	
Date of applying	

**I apply for an exemption to cancel the registration for one or more courses or projects and its subsequent exams**

You must enclose a doctor's note and a study plan for your programme. Fill in below what exams your application concerns.

Course or project(s) in question


### Additional information

You can write additional information in the frame below. You can also attach a separate document.

*The frame will expand when you write*

### Documentation

Along with your application for an exemption, you must send:

- \* documentation of the illness or special circumstances you describe in the application.
- \* a comprehensive study plan for your entire study programme

#### Examples of documentation:

Doctor's note/medical transcripts, birth/death certificates, email correspondence.

**We will only handle your application if all documentation and written application is enclosed.**

Please email this form with attachments to [sap@itu.dk](mailto:sap@itu.dk) and write your Study Programme (e.g. SWU) as well as the exemption you apply for e.g. "SWU - Exemption to cancel a registration" in the subject field.

We reply to your ITU-mail.

### **Our reply**

For information about the case processing time, please go to: [Exemptions](https://itustudent.itu.dk) (itustudent.itu.dk). The month of July is excluded in our processing time due to summer holidays.

If you apply for an exemption from several rules or there is an additional exemption in continuation of a previous exemption, your application will be processed by the Exemption Committee, established by the Board of Studies. This can extend the processing time with a few weeks.