

**NOTIFICATION OF DISCONTINUATION OF STUDIES**

This application is sent to the administrator of the programme.

Please use block letters.

**Personal details** (on the next page you will find information about how we handle your personal data when you submit this application)

|  |  |
| --- | --- |
| Name | Personal identity number |
| Address | Postal code and city/town |
| E-mail | Phone number/mobile number |

**Notification of discontinuation of studies**

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| I wish to discontinue my programme studies and interrupt the courses I have begun within the programme.  Programme: |
| Reason for discontinuation: |

**Study leave may lead to changes to the student aid. Students must notify the Swedish Board of Student Finance (CSN) of these changes themselves.**

The date of discontinuation is the date when this application is signed.

|  |  |
| --- | --- |
| Date | Signature |

This application must be received by the administrator of the programme within 1 week after the signature.

If you wish to resume your studies, you must re-apply to the programme.

The application is deleted 2 years after the information is registered in Ladok.

**Information about the processing of personal data**

We need to save and process personal information about you, such as your name, address, and social security number. The purpose of such processing is to be able to handle the matter that the filling in of this form results in. We apply current privacy legislation to all processing of personal data. The legal basis for processing your personal data is that the processing is necessary to be able to perform a task of general interest or for the exercise of authority. Your personal data is processed in accordance with the regulations for archiving in terms of records preservation and appraisal. You can find information about how this is applied at Mid Sweden University in the current document management plan. If you have questions regarding our processing of personal data, please contact Mid Sweden University's data protection officer.

Mid Sweden University is an authority and as such, it has an obligation to follow the rules for public documents, government archives and official statistics. Therefore, the university will also process personal data in the ways required to comply with current legislation. If someone requests a public document that contains your personal information, Mid Sweden University may disclose it, unless the document is /can be classified. Your personal data is also stored for as long as required by legislation regarding public documents and government archives.

The entity responsible for personal data is Mid Sweden University. You have the right to contact us if you want to know what information we have about you, to request correction, transfer or to request that we limit the processing, to object to, or request a deletion of your information. The easiest way to do this is to contact our data protection officer. You will find information about our data protection officer at <https://www.miun.se/en/contact/personaldata/> If you have a complaint about our processing of your personal data, you have the right to file a complaint to Mid Sweden University's data protection officer or to the supervisory authority, the Swedish Authority for Privacy Protection (IMY).