

**Amendment of status of the term after deadline (from active to passive)**

Administrator’s name:

Administrator’s contact:

Request ID:

**Dear Mrs./Mr. Vice Dean of Education!**

Undersigned

Name of student:

Student ID:

Training:

Faculty:

Programme:

Year of entrance:

Division:

Place of training:

I apply to you with the following request:

I apply to you for permission to amend the status of ……………………. term from active to passive.

Justification:

Date: , 20 . month day

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signature of student