


**APPLICATION TO ANNUL REGISTRATION FOR PERSONAL REASONS BETWEEN 16 NOVEMBER AND 15 FEBRUARY**

PERSONAL INFORMATION		
Name:	First surname:	Second surname:
ID/passport number:	Mobile phone:	Telephone:
URV email address for written correspondence:		Personal email address for written correspondence:
That I am a student on the course:		Faculty/school:

**Have you applied for a grant?**      **YES**      **NO** (Students who annul their registration will also have any grant applications annulled and the payment of the full amount of the registration fee)

**I REQUEST: the annulment of my registration for personal reasons between 16 November and 15 February**

**I am aware that:**

- if I do not pay the fee generated by the cancellation of my registration within the established deadline, I will still be required to pay the fee a later date.
- until I pay the outstanding balance, I will not be able to register for any URV course and I will not be able to request the issuance of certificates, academic transcripts or other documents.
- (for new students) if I cancel my registration, I will lose my place and that if I want to start any other university course, I must go through the entire official pre-registration process again.
- if the campus secretariat approves my request and I am consequently eligible for a refund, the campus secretariat will initiate the process to pay me this refund.

(place) \_\_\_\_\_, (date)

(signature)

Please specify the account number that should be debited:

The same account number as when I enrolled (data base) *(in this case you need not provide any more details)*

My account number is the following:

Client's account code				
IBAN	Name of bank	Branch	Control	Account number
SWIFT				

Identity card/passport number:	Name	First surname	Second surname

**Head of the Secretary's Office**

*(Unit to which documentation is sent: Campus Secretariat for Academic Management)*


**Student information**
**Full name:**
**Identity card number/passport number:**
**Course:**
**URV e-mail address for written correspondence:**
**Personal e-mail address for written correspondence:**
**Mobile phone:**
**RESOLUTION OF APPLICATION TO ANNUL REGISTRATION FOR PERSONAL REASONS  
BETWEEN 16 NOVEMBER AND 15 FEBRUARY**
**Stamp of Faculty/School**

The student's registration will be annulled.

The student is up to date with payments.

The student is not up to date with payments and must pay the outstanding amounts.

The cancellation means that the student receives a refund.

(place) , (date)

**The Head of the Secretary's Office (signature)**
**Stamp of Faculty/School**

The application is declined because:

The application was presented outside the period.

Others:

(place) , (date)

**The Head of the Secretary's Office (signature)**

This decision is not the end of the administrative process and, should you wish to do so, you can appeal to the rector of the URV within one month of having been informed of this decision.

**STUDENTS GRANT HOLDERS**

Date of reception at SGA:

**INFORMATION ON PERSONAL DATA PROTECTION**

**Data Controller:** The controller of your personal data is the Universitat Rovira i Virgili, tax number Q9350003A, with its registered headquarters at Carrer de l'Escorxador, s/n, 43003 Tarragona.

**Purpose:** To manage aspects relating to the student's record, including but not limited to issuing academic and university certificates and/or official accreditations of curricula and of programmes of subjects studied and passed at the URV.

**Rights:** Data subjects have the rights of access, rectification, erasure, portability, limitation and opposition to processing and can exercise these rights by writing to the General Registry of the URV at the address of its registered headquarters or submitting the request to the University's General Registry in person or online in accordance with the procedure described at <https://seuelectronica.urv.cat/registre.html.urv>.

**Further information:** Data subjects can consult additional information about the personal data process known as *Management of preregistration for official degree programmes* and their rights at the URV's Record of Processing Activities published at <https://seuelectronica.urv.cat/rgpd> where they can also consult the URV's Privacy Policy. They can also ask our data protection officers any questions they may have about personal data protection at the email [dpd@urv](mailto:dpd@urv).