

**APPLICATION TO ANNUL REGISTRATION DUE TO SERIOUS ILLNESS**

PERSONAL INFORMATION		
Name:	First surname:	Second surname:
Identity card number (or passport number):	Mobile telephone:	Telephone:
URV email address for written for correspondence:		Personal email address for written for correspondence:
Student on the course:		Faculty/school:

STUDENT GRANTHOLDER: **YES** **NO (annulment of registration also implies annulment of grant application)**

I REQUEST: the annulment of my registration due to serious illness

I am aware that:

- for new students, annulling the registration means the loss of the student's place, so, in order to start any degree, I must pre-register again.
- once the Academic Management Service of the Campus/Faculty/School has resolved my request, they will initiate the procedure to return of de credits registered and the credits recognised or validated, if applicable.

(place)

, (date)

(signature)

DOCUMENTS THAT MUST BE ATTACHED - space reserved for the Secretary's Office of the Faculty/School -		
Yes	No	
		Official medical certificate (showing the start date of the illness and the period of convalescence) or medical reports issued by public health centres.
I am aware that I have a maximum of 10 working days as from the day after presenting this request to provide any documents that are missing. If I do not present the documents within this deadline, the URV will regard my application as withdrawn (art. 68.1 Law 39/2015).		
Declaration of responsibility (as stipulated in article 69 of Law 39/2015)		
<ul style="list-style-type: none"> - I declare under my responsibility that I comply with all the requirements of this application and that I can provide the corresponding documentary proof. - Although the documentation required for this procedure to be resolved is initially attached in digital format or as ordinary copies, I undertake to provide the originals if the Administration formally requires me to do so. - I am aware that any inaccuracy, falsity or omission in the data or documents provided will mean that the application will not be able to be resolved without prejudice to other criminal, civil or administrative responsibilities that may arise. 		

BANK DETAILS:

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				

Account holder			
Identity card/passport number	First surname	Second surname	Name

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 TO ANNUL REGISTRATION DUE TO SERIOUS ILLNESS

Stamp of Faculty/School The student's registration will be annulled. (place) , (date) The Head of Secretary's Office (signature)	Stamp of Faculty/School The application is rejected because: the accrediting documentation (official medical certificate or medical reports) has not been submitted. the documentary proof provided does not include the specified dates. the student is not up to date with payments. Others: (place) , (date) The Head of Secretary's Office (signature)
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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:	REFUND OF REGISTRATION FEES Date of refund (UXXI):
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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/rqpd> 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.