

At:

Vrije Universiteit Brussel

Faculty * [enter the correct faculty]

Pleinlaan 2 [for GF : Laarbeeklaan 103 - 1090 Brussels]

1050 Elsene

Date : * [Insert date - deadline 08/16/2019]

Subject : file exceptional circumstances

Dear Chairman of the examination board,

I am enrolled in the academic year * [academic year 20 * -20 *] at the Vrije Universiteit Brussel for the course “ * ” [state correct course: Bachelor * / Master * / ... / Specific Teacher Training] .

With this request I want to point out to the examining board my exceptional circumstances, in accordance to article 88, § 5 of the teaching and exam regulations.

* [factual description of the exceptional circumstances]

For that reason (s) I request the Examination Board * not to impose [binding conditions or refusal to re-enroll] .

As an attachment I provide the following proof:

- Exhibit 1: *
- Exhibit 2: *
- Exhibit 3: * ...

Kind regards,

[first name + name]

[address , telephone number and e-mail]