

Manual for students: online request for disenrolment



1. What is a 'request for disenrolment'?

If you want to disenrol (stop your study/studies), you need to make a formal online request to do so via iBaMaFlex (login.ehb.be – click on the iBaMaFlex-icon). You'll always need to do this if you want to:

- **Quit** your study/studies
- Want to **stop** your current study programme and **start** another (new) study programme (**Important!** *After finishing your request for disenrolment of your current study programme, you have to request a new enrolment for your new study programme via the module 'Students: new enrolment request/New enrolment'. You'll find this new enrolment request module also via iBaMaFlex).*

Your request will be processed. After processing, you'll be sent an email with the necessary information. It's possible that your study counsellor contacts you for more information before finalizing your request.

Attention! Always contact your [study counsellor](#) if you are thinking of stopping/changing your study programme!

Contact inschrijvingen@ehb.be if you do not see the module for disenrolment on iBaMaFlex.

2. Consequences of disenrolment

Please be aware that disenrolment *can* have consequences on:

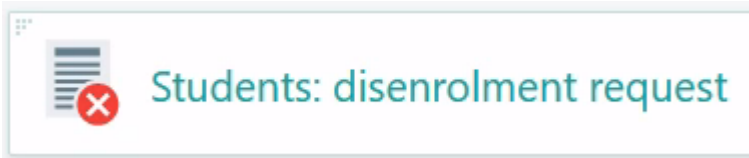
1. **Tuition fee** (see article 44 of the [General Education Regulations](#))
2. **Learning credit**
3. **Child benefits:** <https://www.groeipakket.be/en/compensations-groeipakket/school-leaver>
4. **Study grant:**

For more information, visit <https://centenvoorstudenten.be/english/>

3. How do I fill in a request for disenrolment?

STEP 1: surf to iBaMaFlex via <https://login.ehb.be/login>

STEP 2: find the module 'Students: disenrolment request' (the icon can differ depending on your layout)



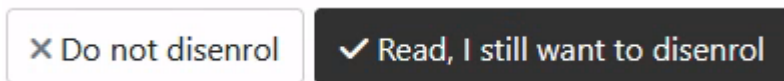
STEP 3: Select the study programme from which you wish to disenrol (if you are enrolled in more than one study programme and wish to disenrol from all of them, you'll have to fill out this wizard multiple times).

Enrolment for which you wish to disenrol today, Wednesday 20 July 2022:

Enrolment in **2022-23** for **Bachelor of Applied Information Technology** started on **19 September 2022** under **degree contract**.

**information in screenshot above is fictional and only for the purpose of this manual*

STEP 4: Read all information about the consequences of disenrolment carefully. You always must confirm that you are aware of the consequences before you are able to proceed to the next step in the wizard. You can exit the process at any time via the button 'do not disenrol'.



STEP 5: Tick the corresponding box (or boxes, multiple reasons can apply) for your reason to disenrol. Under 'Other' is an option to typ a specific reason.

STEP 6: Submit your request for disenrolment. Not sure? You can always cancel your request.

You'll be either contacted to provide more information about your request or receive an email detailing the status of your request. Please check your email regularly!