**Application for Leave of Absence**

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| --- | --- | --- | --- | --- | --- |
| **Major** |  | **Student ID**  |  | **Name** |  |
| **Date of Birth** |  **. . .** | **Mobile** |  |
| **E-Mail** |   |
| **Government Scholarship Loan** | **Yes ( ) No ( )** | **Nationality** |  |
| **Type** | **Reason** | **Important Notes** |
| **General Leave of Absence** | **Personal Circumstances** |  | \* Total permitted duration of leave(6 semesters / 3 semesters for transferred students)\* Restrictions- 1st semester students- Dismissal for poor academic performance- Incomplete tuition installments\* Students on leave are allowed to register for summer/winter semesters.\* Foreign students must submit a copy of their alien registration card and passport.\* No scholarships, other than merit-based and veteran scholarships, are reimbursed or carried over. |
| **Language Study Abroad** |  |
| **Sickness** |  |
| **Family Circumstances** |  |
| **Financial Circumstances** |  |
| **Military** |  |
| **Other reasons** |  |
| **Duration of Leave** | 1 semester(6 months) | ( ) | 2 semesters(1 year) | ( ) |

**Advisor Approval**

|  |  |
| --- | --- |
| **Only required for mid-semester leave applicants** | **Advisor: (signature)** |

**I hereby wish to apply for a leave of absence as above.**

Year. Month. Date.

**Student Name** (signature)

 **Parent/Guardian** (signature) (Mobile : )

**\* I agree to my academic records changing and all course registrations being cancelled on the beginning date of the leave of absence. □**

**※ Applications without Parent/Guardian signatures will not be registered.**

**※ Students with “leave of absence” status cannot graduate even if they have met all graduation requirements.**

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| **Onestop****Service****Station** | **Recipient** | **Opinion** |  | **Office of** **Financial****Affairs** | **Recipient** | **T****u****i****t****i****o****n** | **Full refund** |  | **Student****Confirmation** |
|  | **Full** **carryover** |  |
|  |  | **5/6 refund** |  |  |
| **2/3 refund** |  |
| **Office of Financial Aid and Student Activities** |  | **1/2 refund** |  |
| **No refund** |  |
| **Non-registration** |  |

**To the President of Sogang University**