**Application for Leave of Absence**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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**