

# Application for Leave of Absence and Returning to School, Spring 2022

We'd like to inform you of the Application procedure for leave of absence and returning to school for spring semester, 2022. Those who want to apply for leave of absence or returning to school are required to read the information stated below carefully.

## 1. Schedule

List	Schedule
Application period for returning to school	Jan 4 <sup>th</sup> (Mon) ~ Mar 2 <sup>nd</sup> (WEd), 2022
Commencement of Semester	Mar 2 <sup>nd</sup> (WEd), 2022
Application period for Leave of absence (for those who didn't pay tuition fee yet)	~Mar 29 <sup>th</sup> (Tue), 2022 [1/4 of class days for the semester]
Application period for Leaver of absence (for those who already paid tuition fee for Spring semester)	~May 24 <sup>th</sup> (Tue), 2022 [3/4 of class days for the semester]

### ※ Note

- In case that student who already paid tuition fees (completed registration) want to apply for a leave of absence before 1/4 of class days for the semester, the tuition fees will be exempted when student returns to school in next semester.
- In case that Enrolled student(Student who already paid tuition fees) apply for a leave of absence after 1/4 of class days for the semester, it will be refunded differentially depending on the date of application for a leave of absence.
- In unenrollment, if you do not apply for the leave of absence during the designated duration, you will be withdrawaled.

## 2. Application Procedure for a leave of absence

- portal Login - (NEW) Academi Affairs Information - Academic - Leave of Absence Application - Put the information on 'Application Date', 'Year of Application', 'Applied Semseter', 'Clas.', 'Details of Change', 'Reason for Leave of Absence', - Click 'APPLY' button

### ※ Note

- When students apply for extension of the period for leave of absence, you can find the information about the application for returning to school. It is automatically created and it doesn't affect your application process for leave of absence at all.
- In case of leave of absence due to a special reason such as the disease, military service etc, students can't apply for leave of absence by using an Internet. Students can apply it by submitting the required documents to the office of

Graduate school. (check the attachment file)

- If the students who have completed all required courses want to apply for the leaver of absence, please inquire the staff about application ([grad@ajou.ac.kr](mailto:grad@ajou.ac.kr))

### **3. Application procedure for returning to school**

- portal Login - (NEW) Academi Affairs Information - Academic - Reinstatement Application - Select 'Application Date', 'Year of Application', 'Applied Semester', and 'Clas.' - Click 'Save' button.

### **4. Inquiries**

- The office of Graduate School(Yulgok Hall room 305, [grad@ajou.ac.kr](mailto:grad@ajou.ac.kr))

Attachment: Application for Leave of absence(disease)

**The office of Graduate School, AJOU**