Chapter 3  Leave of Absence and Return

Article 7 (Leave of Absence Classification and Required Documents) ① Leave of Absence from Illness: Students who has to take a leave of absence due to illness must enclose a doctor’s diagnosis requiring hospitalization of more than one month issued by national, public general hospitals or university general hospitals.

② Leave of Absence from Household Matters: Students applying for a leave of absence for household matters or for personal reasons, must obtain an approval from the Academic Advisor, and the Division Dean, and may enter into a leave of absence after paying the tuition following the start of the semester. However, the leave of absence from household matters cannot be granted in the first semester of the first year.

③ Leave of Absence from Military Duty: Students seeking to obtain a leave of absence due to the military duty must enclose supporting documents that prove the enlistment fact.

④ Delay of Leave of Absence Form: A student who was on a leave of absence according to Clause 1 and Clause 2 becomes enlisted to the military service, the person must submit an Extension of Leave of Absence form enclosed with a document that proves the enlistment fact. Persons who have enlisted in the military service without submitting an Extension of Leave of Absence form must submit a leave of absence delay form by attaching a document proving the person is serving the military service.
⑤ Leave of Absence from Pregnancy, Child Birth: A leave of absence due to pregnancy or child birth cannot exceed two semesters per one application and a hospital diagnosis must be enclosed. <newly established on Mar. 1, 2013>

⑥ Leave of Absence from Childcare: A student who has preschoolers of less than six year old may apply for a leave of absence to raise the child, but the leave of absence may not exceed two semesters per one application and the student must submit a Family Relationship Certificate. <newly established on Mar. 1, 2013>

⑦ As a student taking a leave of absence according to Clause 1 and Clause 2 of Article 7, if the date of starting the military service is within two thirds of class dates of the corresponding semester, the leave of absence is not counted in the number leave of absence taken. <amended on Oct. 1, 2010>

⑧ Leave of Absence Cancellation Form: A student taking a leave of absence due to illness or domestic matters may cancel the leave of absence if he/she submits a leave of absence cancellation form before one third class days of the next semester due to expiration of reasons for the leave of absence after the end period of the final exam. The leave of absence according to leave of absence cancellation form shall not be counted in the total number of leave of absence taken. <amended on Oct. 1, 2010>

⑨ Deliberation Leave of Absence: Students applying for deliberation leave of absence may take a leave of absence by requesting to and receiving review from the advising professor,
and may take a leave without paying the tuition if the request has been made within one fourth class days after the start of the semester. <amended on Sep. 1, 2014>

**Article 8 (Procedure to Submit the Leave of Absence Form)** A person seeking to obtain a leave of absence according to Regulations of Article 7 must enclose a leave of absence form together with a signature of a guarantor and a document proving reasons for the leave of absence, and submit the form to the Academic Advisor, the Division Dean and the Office of Academic Affairs.

**Article 9 (Approval for Leave of Absence)** The approval of leave of absence and extension of the period shall be determined by the President. Provided however, the general leave of absence by transfer students and readmitted students in the third year shall be limited within two semesters.

**Article 10 (Obligation to Report Home Return)** ① If a student who has obtained a leave of absence according to Clause 3 of Article 7 is discharged from the military service due to the result of physical checkup after starting the military service, the person must report within ten days to the Office of Academic Affairs of the fact.

② If the reporting time is before one third of class days, the person must file a reinstatement application form and return to school, and the date is after one third of class days, the person must submit a Leave of Absence from Domestic matters. <amended on Oct. 1, 2010>

**Article 11 (Application Period)** ① A leave of absence application form must be submitted
for a leave of absence according to Clause 1 of Article 7 within thirty days following the occurrence of grounds for the leave of absence.

② A leave of absence application form must be submitted before the enlistment date according to Clause 3 of Article 7.

Article 12 (Recognition of Tuition) ① A person who has paid the tuition and has taken a leave of absence according to Clause 1 and Clause 2 of Article 7 within one fourth of class days after the start of semester shall be exempted from paying the tuition difference upon reinstatement, and if the person has taken a leave after one fourth of class days, the person must pay the tuition of the corresponding year of reinstatement according to the period of leave of absence and according to each of the following clauses. (However, the tuition shall be rounded to the nearest hundred.) <amended on Oct. 1, 2010>

1. Leave of absence within one fourth of start of semester: The entire tuition fee shall be exempt upon reinstatement.

2. Leave of absence after one fourth of start of semester and within thirty days after the start of semester: To pay one sixth of tuition upon reinstatement.

3. Leave of absence after thirty days after the start of semester and within sixty days after the start of semester: To pay one third of tuition upon reinstatement.

4. Leave of absence after sixty days after the start of semester within ninety days after the start of semester: To pay half of tuition upon reinstatement.
5. Leave of absence after ninety days after the start of semester: To pay the entire tuition upon reinstatement.

② If a person who has paid the tuition and has taken a leave according to Clause 3 of Article 7 enlists in the army before two third level of class days of the corresponding semester, the person shall be exempted from paying the tuition of the corresponding semester upon reinstatement, and if the person enlists in the military service after two third level of class days of the corresponding semester, he/she shall be charged of the entire amount of tuition of the corresponding semester upon reinstatement regardless whether the person has acquired credits or not. <amended on Oct. 1, 2010>

③ If a person who has taken a general leave of absence within one fourth of class days after the start of semester and submits an Extension of Leave of Absence form according to Clause 4 of Article 7, even if the tuition amount upon reinstatement is higher than the amount paid upon leave of absence, the person shall not pay the difference, and a person who has taken a leave of absence according to Clause 1 and Clause 2 of Article 7, wherein the class date exceeds one fourth level after the start of semester, if the person submits an Extension of Leave of Absence form according to Clause 4, the person must pay the tuition fee according to each clause of Clause 1 based on the first date of leave of absence.<amended on Oct. 1, 2010>

**Article 13 (Recognition of Grade of A Person in Leave of Absence)** ① A person on a
leave of absence for military service must attend more than two third level of the corresponding year’s school days, and attendance, assignment, preparation, and test grade until two third of class days of the corresponding semester shall be 100% recognized when grading the final exam of these students. <amended on Oct. 1, 2010>

② For persons taking a general leave of absence, if the person took a leave of absence before the end of the final exam, the grade shall not be recognized for the semester of the corresponding year.

**Article 14 (Reinstatement Procedure)** ① The reinstatement of a student taking a leave of absence shall be allowed within one third level of class days during the cash registration period of the corresponding semester. <amended on Oct. 1, 2010>

② Upon reinstatement, the student shall attach a reinstatement form and a document proving the reason for reinstatement (Resident Registration Abstract with record of military services, or a medical diagnosis) and submit the form and the document to the Head of Division and the Office of Academic Affairs.