Application for a Leave of Absence (Undergraduate School)

　　　　　　　　　　　　　　　　　　　　　　　　　　　　Date　　　　　/　　　　　/

To the Dean of the School of Design, Kyushu University

Enrollment date: 　           　　     /　　　　　/

Department:

Course:

Student ID number:

Furigana (kana above or beside kanji to indicate pronunciation)

Name:

Address:

Contact number:

Email:

Guarantor’s name:

Guarantor’s address:

Contact number:

\*Please circle at the beginning of the address (yours or your guarantor’s) to send the approval letter for the leave of absence.

I would like to seek your permission to take a leave of absence from the school for the reason as follows:

1. Reason (Please provide details.)
2. Application Period for the Leave of Absence (Application period until end of this academic year only.)

From / / to　 / /

\*If you have taken a leave of absence from school in the past, please fill in the period below.

 From / / to　 / /

 **(To be filled in by the university)**

　                                   course / department meeting Approved on

 (To be filled in by the Academic Affairs Section and Student Affairs Section)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Checklist | Person in charge seal | Processing date | Confirmation column | Remarks |
| Application for tuition fee waiver  (first / second semesters) |   |   |   |   |
| Confirmation of tuition fee payment  (first / second semesters) |   |   |   |   |
| Confirmation of JASSO scholarship and other scholarships |   |   |   |   |
| Input in Academic Affairs Information System |   |   |   |   |
| Input in Student Payment Management System |   |   |   |   |

Supplementary Application Form

To the Dean of the School of Design, Kyushu University

Class teacher/ Graduate Research Advisor Name:

I would like to make the following supplementary application for a leave of absence for the student as follows:

**Applicant**

Department: Course: Grade: Name:

**Period of Application for the Leave of Absence**

 From / / to / /

**The date of interview with the student applying for the leave of absence and the circumstances in which a leave of absence is deemed necessary.**

**For class teachers and graduate research advisors**

**Example of how to fill in the Supplementary Application Form**

(Illness, Accident)

The above student has requested a leave of absence for the reasons (name of illness, etc.) stated in the application for leave of absence, and after interviewing the student by phone on (date) and confirming the circumstances leading to the leave of absence (in consultation with Dr. \_\_\_\_of the Center for Health Sciences and Counseling), I have determined that the best course of action is to take a leave of absence for \_\_\_\_ years (\_\_\_\_ months) for early treatment (recuperation). I hereby submit this application.

(Financial Reasons)

The above student has requested a leave of absence for the reasons stated in the application for leave of absence, and after interviewing the student online on (date) and confirming the circumstances leading to the leave of absence, I have determined that due to ...…………………………………………………………………….., it is difficult for the student to support himself/herself and that it is unavoidable for the student to take a leave of absence for a period of \_\_\_\_ years (\_\_\_\_ months) in order to be financially stable. I hereby submit this application.

(Family Nursing, Caregiving, Childcare)

The above student has requested a leave of absence for the reasons stated in the application for leave of absence, and after interviewing the student on (date) and confirming the circumstances leading to the leave of absence, I have determined that it is unavoidable for the student to take a leave of absence for a period of \_\_\_\_ years (\_\_\_\_ months) due to the difficulties in attending school as a result of ...……………………………………………………………………... I hereby submit this application.

(Internships, Volunteering, Overseas Language Training)

The above student has requested a leave of absence for the reasons stated in the application for leave of absence, and after interviewing the student on (date) and confirming the circumstances leading to the leave of absence, I have determined that it would be best for the student to take a leave of absence for a period of \_\_\_\_ years (\_\_\_\_ months) because it would be meaningful for the student to improve his or her qualifications (skills and knowledge). I hereby submit this application.

(Overseas Research and Study)

The above student has requested a leave of absence for the reasons stated in the application for leave of absence, and after interviewing the student on (date) and confirming the circumstances leading to the leave of absence, I have determined that the student is conducting research on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and that it is necessary for the student to conduct research on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in order to conduct the research, and that it is difficult for the student to study at the university. Hence, I have decided that the best course of action is to take a leave of absence for \_\_\_\_ years (\_\_\_\_ months). I hereby submit this application.

(Employment)

The above student has requested a leave of absence for the reasons stated in the application for leave of absence, and after interviewing the student on (date) and confirming the circumstances leading to the leave of absence, I have determined that the above student, who is engaged in the work of ...…………………………………………… at \_\_\_\_, has become very busy with the work of ...…………...................................…………and that it is unavoidable for the student to take a leave of absence for a period of \_\_\_\_ years (\_\_\_\_ months) in order to devote himself/herself to the work. ). I hereby submit this application.