

## For Students who wish to take Leave of Absence

If you wish to take a leave of absence because of illness or other special reasons that would prevent you to continue your study for more than two consecutive months, you must submit an application for your leave of absence by the end of the month two months prior to the month in which your leave of absence begins(※). If the leave is due to your health problem, a medical certificate from your doctor must be attached.

※ For procedural reasons, please apply by the end of June only if you wish to take a leave of absence starting in September.

As you are not allowed to engage in any academic activities including course registration while on leave you must consult with your supervisor regarding your coursework and thesis progress before the application procedure. After that, get the approval from your supervisor and your supervisor's superior.

### 1. **Duration** (Educational Service Section, Educational Affairs Department)

The maximum period of the leave of absence is one year in total for each of the programs, the master's and the doctoral. Extension might be granted for up to one year each for special reasons.

The period during which you are on your leave of absence does not count toward the standard period for study, the period for the long-term study, or the period of enrollment.

- the master's program : 2 - year standard period, 4 - year period of enrollment
- the doctoral program : 3 - year standard period, 6 - year period of enrollment

### 2. **Tuition Fee** (Educational Service Section, Educational Affairs Department / Accounting Section, Accounting Department)

The application cannot be accepted unless the tuition fee has been paid prior to the leave of absence. Tuition fee during the leave of absence is not collected. However, you may be required to pay tuition fee during your leave of absence, depending on when you apply. For details, see the specific examples on the page 3-4, and contact the Educational Service Section if anything is unclear.

### 3. **Extension** (Educational Service Section, Educational Affairs Department)

You automatically return to school at the end of your leave of absence period and tuition fee will be charged from the month you return to school. If you wish to extend your leave of absence period, be sure to submit an application again by the last day of the month prior to the month in which your leave of absence ends.

**4. Scholarship** (Student Welfare Section, Student Affairs Department)

If you are receiving scholarships, notify the Student Welfare Section and complete necessary procedures.

**5. Dormitory** (Student Welfare Section, Student Affairs Department)

If you wish to stay in the JAIST dormitory while on your leave of absence, be sure to contact the Student Welfare Section.

**6. TA • RA • LA • UA • Researcher** (Academic Personnel Section, Human Resource Department)

If you are a TA, RA, LA, UA, or Researcher, draw up an autograph “Letter of Resignation” and submit it to the Academic Personal Section.

**7. Library** (Library Service Section, Research Affairs Department)

While on your leave of absence, you can use JAIST Library with your valid student ID card.

**8. International Students** (International Student Section, Student Affairs Department)

The status of residence “Student” is granted to those who are enrolled in an educational institution and educational activities in Japan. If you take a leave of absence and do not engage in study or research activities at school, you are considered to not meet the status of residence “Student”.

You are also not allowed to work part-time while maintaining the status of residence “Student”.

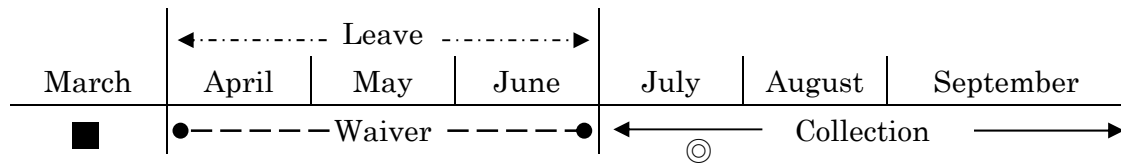
If you are not engaged in activities that meet the status of residence for 3 months, your status of residence will be subject to revocation. If you need to remain in Japan during a leave of absence, consult with the Immigration Bureau and change your status of residence to one that is appropriate for your activities before taking a leave of absence.

## Examples of Tuition Fee

■ : Leave of absence permission      ◎ : Time of tuition fee payment for collection period

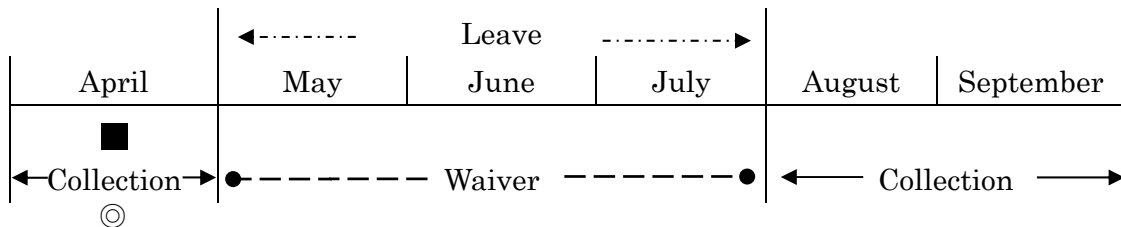
- ① If a leave of absence for the first semester (from April 1 to September 30) or second semester (from October 1 to March 31) is approved by the end of March or September, tuition fee will be waived for the period of leave of absence.

Example : If a leave of absence from April to June is approved by the end of March, the tuition fee for July to September must be paid in July.



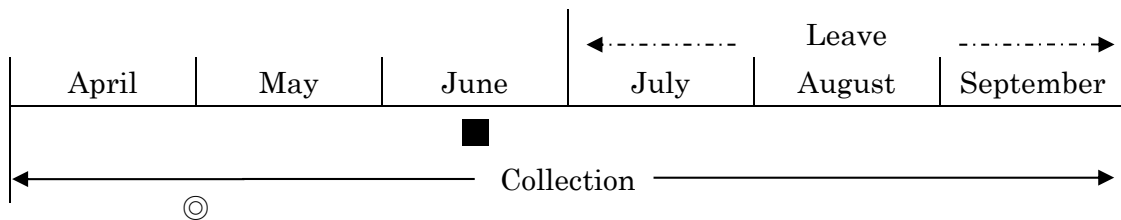
- ② If you apply and are granted a leave of absence by April 10 or October 10 for the first semester (May or later) or second semester (November or later), tuition fee will be waived for the period of leave of absence. **If this application period is missed, the full amount of tuition fee for the first or second semester will not be waived.**

Example : If a leave of absence from May to July is approved in April, the tuition fee for April and August to September must be paid in April.



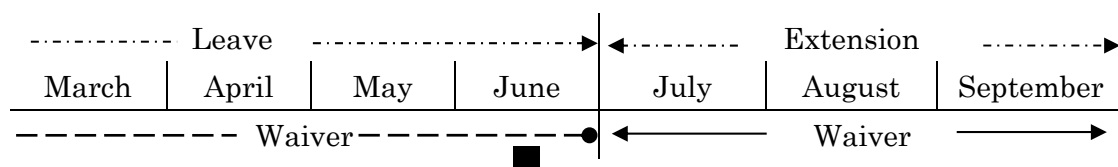
- ③ If you apply and are granted a leave of absence for the first or second semester after the time of ② above, the full amount of tuition fee for the first or second semester will not be waived nor be refunded. The application cannot be accepted unless the tuition fee is paid.

Example : If a leave of absence from July to September is approved in June, the full amount of tuition fee for the first semester will not be waived.



- ④ If a leave of absence is granted until the middle of the first or second semester and the leave of absence is approved continuing for special reasons, tuition fee will be waived for the extended period of leave of absence.

Example : If you are on a leave of absence until June and requests an extension of the leave of absence by the end of May and is approved for a leave of absence from July to September by the end of June, tuition fee for July to September will be waived.



Please note that if you are taking a leave of absence in the middle of a semester, the tuition will not be waived (returned) even if the leave of absence is extended. Permission to extend a leave of absence will be granted only if the request is made by the end of the month prior to the month in which the leave of absence is to be completed. However, if the month in which the leave of absence ends is August, the request must be made by the end of June.