Department of Applied English—Leave of Absence Procedure.

Document Number: Department of Applied English Studies—SOP-017.
Handled by the Registration Office of Kaohsiung University in accordance with student applications for leaves of absence.

Students are required to submit an application online (via the academic information system) and print a hard copy (with parental consent signature) for submission to the relevant departments for approval.

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Students follow the leave of absence application process by submitting the form to their department, advisor, and department chair for approval.

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Submit the hard copy for approval to the Registration Office (student ID card must also be returned at the same time).

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Upon approval by the relevant signatory units, the leave of absence process is considered complete.

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You must complete the withdrawal process (subject to review by the department, student affairs office, sports office, library, cashier's office, and other relevant units) before processing matters related to fee refunds and obtaining a leave of absence certificate.