

## Leave of absence Procedure

### **1. Leave of Absence**

Students who are unable to attend university for more than two months due to illness or financial reasons may be able to take a leave of absence until the end of the semester (academic year) with the permission from the Dean.

### **2.Reasons for Leave of Absence**

(i) Illness

(ii) financial reasons

This refers to cases where a student is unable to receive scholarships, loans or tuition fee exemption or other support for study due to the illness or death of a family supporter, bankruptcy of the family business, earthquake, windstorm, flood, fire or other causes.

(iii) Special circumstances

This refers to cases where there are circumstances that make it difficult to continue studying at the University, such as overseas language training, research and study of overseas situations, internships, volunteer activities, family nursing care, childbirth, childcare and employment (e.g. busy work schedule for working adult students). However, reasons such as entrance examinations of other universities or of other schools faculties do not fall under the category of 'special circumstances'.

### **3. Procedure**

(i) Inform the School of Interdisciplinary Science and Innovation Office (ISI office hereafter) in advance before the submission deadline (Need consultation).

(ii) Explain the reasons for leave of absence at office and receive an Application for Leave of Absence, a petition form and an example of a supplementary petition form.

(iii) The student obtains a sign from the guarantor with the consent on the form (parent or guardian, etc.), request a meeting with the tutor or others, sign the Application for Leave of Absence, and request to fill in a supplementary form.

(iv) Make sure to submit all the '4. Documents to be submitted' to ISI Office by the deadline.

**\*Those considering a leave of absence should consult the office as soon as possible.**

**\*Deadlines for submission must be strictly observed. Applications will not be accepted after the deadline regardless of content.**

**\* Ensure that there are no omissions using the 'Checklist for Leave of Absence Procedures'.**

### **4. Documents to be submitted**

(1) Application for Leave of Absence (prescribed form)

(ii) Petition (Need to be filled in by the person applying for Leave of Absence)

○ In case of illness: state the current physical and mental state of the applicant and that he/she is committed to treatment.

○ For financial reasons: specify the current economic situation of the parent/guardian. (Regarding the applicant's financial situation, specify that the students will concentrate on a part-time job to secure tuition fee, etc.)

○ In the case of special circumstances: specify the specifics of the necessity and compelling circumstances.

(iii) Supplementary application form (Ask by the tutor/class teacher or supervisor to fill in)

(iv) Other documents to be submitted

○ In case of illness: 'Medical Certificate' (medical option documents by Center for Health Sciences and Counseling are acceptable).

○ In special circumstances:

'Entry permit (if overseas, Japanese translation attached)' (If no entry permit is available, official information that can prove the dates, contents, name of the permitted person, etc., is acceptable) issued by the organization in which the student will engage, such as language training abroad, research and study of overseas situations, internships and volunteering activities.. In the case of family nursing, care, childbirth or childcare, consultation is required (e.g. official documents that objectively show that the person in question is the relevant person).

(v) For international students, a copy of the residence card (both sides)

(vi) Checklist for Leave of Absence procedures

The supplementary application form can be submitted directly to the ISI Office of Interdisciplinary Science and Innovation by the

tutor/class teacher and supervisor.

\*Other evidence may be asked to submit depending on the other individual special circumstances.

**5. Instructions for filling out**

(i) The name of the student, the name of the guarantor and the name of the tutor on the Application for Leave of Absence must be signed by each of them.

(ii) The dates of absence should be entered in half-year or one-year increments.

Leave of Absence cannot be taken across academic years.

E.g. April 1<sup>st</sup>, 2026 to March 31<sup>st</sup>, 2028

(iii) Meet with the tutor/class teacher and supervisor to request the completion of a supplementary application form.

**6. Submission deadline** \*Specific deadlines to be notified separately

➤ First semester (Apr 1st – Sep 30th) By the late January of the previous semester.

➤ Second semester (Oct 1st – Mar 31) By the early August of the previous semester.

**\*Note that not all submissions will be approved.**

*The flow of taking Leave of Absence		
	Late January	April 1st
	Early August	October 1st
Preliminary consultation →Preparation of documents →Submission of documents →*Issue of permit →Leave of Absence		
*Can be hand-delivered to the student		

**7.Others.**

➤ Leave of Absence or Dismissal is not permitted in the event of non-payment of tuition fee.

➤ Tuition fee will be exempt during Leave of Absence.

➤ If you are going abroad, you must submit a separate 'Notification of Travel Abroad' to the ISI Office.

➤ Recipients of JASSO scholarships must contact the Student Affairs Department, Student Support Division, Financial Support Section, regarding their scholarship during Leave of Absence. (Center Building 1, 2nd Floor,092-802-5931)

➤ If you are considering withdrawing from the School of Interdisciplinary Science and Innovation, you must also consult the ISI Office as soon as possible before the submission deadline as the procedure must be completed by the end of January of the previous semester (in the case of withdrawal at the end of March) / the beginning of August of the previous semester (in the case of withdrawal at the end of September).