

Asia University Student Leave Application form (for severe injury/sick and special leave)

Student's contact phone no. (mobile):

Application date:

Type of leave	<input type="checkbox"/> Personal <input type="checkbox"/> Sick <input type="checkbox"/> Official <input type="checkbox"/> Delivery <input type="checkbox"/> Aboriginal Festival	Department /class	Student ID No.
Name		Evidence provided	<input type="checkbox"/> Faculty statement <input type="checkbox"/> Hospital report <input type="checkbox"/> Parent statement <input type="checkbox"/> Wedding invitation <input type="checkbox"/> Obituary <input type="checkbox"/> Other_____
Date / Days		Class teacher's approval	
From to (date)		Total days	
Department dean's approval		Students Affairs Office director's approval 【Official and severe injury/sickness・】	
Life Guidance Section's approval		President of the University approval 【Special personal leave】	

1. Leave application requires evidence for approval.
2. Scope of authority for study leave :
 - (1) Application for 1 week or longer of leave and not of common personal or sick leave (menstruation leave) and evidence is available shall require approval from the class teacher, department dean, and Life Guidance Section.
 - (2) Application for official or severe injury/sickness leave and evidence is available shall require approval from the class teacher, department dean, and Life Guidance Section.
 - (3) Application for special leave and evidence is available shall require approval from the class teacher, department dean, and Life Guidance Section.
3. After approval, this application form is to be submitted to the Life Guidance Section of the Students Affairs Department. It is the applicant's obligation to present this form to the respective teacher for registration.

1st Copy for LGS

2014. 08. 01

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2nd Copy for Student

2014. 08. 01

