

Students wishing to take a leave of absence/return to school and re-enter(re-admission) the first semester of 2024 should apply as follows.

1. Taking a leave of absence from school

A. (Before registration) General leave of absence / Extension of general leave of absence

- Application period: 2024.01.29. (Mon) to 03.08. (Fri)

- How to apply: GLS > Application/Qualification Management > Leave/Return to School

* Tuition fees cannot be paid during the semester of leave of absence, and you can pay during the semester when you return to school.

* Upon approval of the leave of absence, all course registration details will be deleted, and this will not be reversed, so please make a careful decision.

* If you have a library loan book that is overdue, you cannot take a leave of absence (you can apply for a leave of absence after returning it)

* You can apply for up to two semesters at a time (after applying for a leave of absence for two semesters at the beginning, you can return to school after one semester)

*** First-year college students (Freshmen) who have not entered the department(major) must complete the first and second semesters of the first year in order to enter the department, so it is not possible to take a semester off and must return to school in time for the semester.**

*The maximum possible semester of leave of absence while attending school: 6 academic courses (from freshmen in 2022~) and 8 medical schools), 3 master's and doctoral courses (four master's degrees in special education and law school), and 6 semesters of master's and doctoral integration courses are possible.

B. (after registration) General leave of absence during the semester

- Application period: After the start of the semester (payment of tuition) ~ 2024.5.25.(Sat) [Applicable only until 3/4 of the number of school days]

- How to apply: GLS > Application/Qualification Management > Leave/Return to School

* However, freshmen and transfer/re-admitted students are not allowed to take a general leave of absence in the first semester of enrollment, and only reasons due to illness are allowed as an exception.(submission of a medical certificate of at least 4 weeks issued by a tertiary medical benefit institution is required).

* Student who is under the payment on an installment basis, will calculate the unpaid amount and the tuition will be refunded (refer to the method of calculating the tuition refund amount below).

* The tuition fee will be refunded differentially based on the date of application for leave of absence, as shown in the table below.

(Attachment 9-2 of Sungkyunkwan University School Regulations) Criteria for Refunding Tuition

Date of Application for Leave of Absence	Refund Amount
Until the day before the start of the semester (Freshmen and students who enroll)	100%(without Admission Fee)
Until 30days since school has started	100%(without Admission Fee)
From 30days to 60days since school has started	2/3 of Tuition Fee (without Admission Fee)
From 60days to 90days since school has started	1/2 of Tuition Fee (without Admission Fee)
After 90days since school has started	No refund

※ The standard for returning tuition fees for graduate school intensive courses is set separately.

※ In the event of a reason for the return of tuition fees, the scholarship is canceled, and all scholarships already paid must be returned to the school.

<Change of the method of calculating the refund amount (applied from the first semester of 2020)>

[Before change]: $(\text{Tuition} - \text{Scholarship}) \times \text{Refund Ratio}$

[After change]: $(\text{Tuition} \times \text{Refund Ratio}) - \text{Scholarship} \Rightarrow$ **If the refund amount is negative, student must return the amount to school, and after the refund is completed, it's available to apply for a general leave of absence.**

C. Pregnancy, Childbirth, Maternity Leave / Extension of Pregnancy, Childbirth, Maternity leave

- Application period: **2024.01.29.(Mon) to 2024.5.25. (Sat)**

[Application can only be made by 3/4 of the number of school days]

- How to apply: GLS > Application/Qualification Management > Leave/Return to

School

- Submission: Medical Certificate (pregnancy/birth) or Family Relationship Certificate (child care)

* If you take a leave of absence for childcare reasons, only one of the parents **with children under the age of 8** can take a leave of absence.

* You can apply for up to two semesters at a time, and you can take a total of four semesters off while attending school.

* Pregnancy, childbirth, and childcare leave periods are not included in the general leave of absence.

D. Start-up Leave / Extension of Start-up Leave

- Check separate notices related to start-up leave for details such as application period and submission documents

2. Return to school (general return, off-semester return)

- Application period: **2024.01.22 (Mon) to 2024.01.31 (Wed)**

- How to apply: GLS > Application/Qualification Management > Leave/Return to School

* When the 'leave of absence period' ends, it will not be automatically 'returned to school' or 'extended leave of absence', so you must apply for a 'return to school' or an 'extension of leave of absence' (if there are still several semesters left).

*** If you do not apply for a 'return to school' or an 'extension of leave of absence' within the deadline, student will be expelled from school for the termination of leave of absence.**

* If you take a semester off and return to school, you will be subject to 'off-year semester return to school'.

* **First-year college students(Freshmen) who have not entered the department(major) must complete the first and second semesters of the first year in order to enter the department, so it is not possible to take a semester off and must return to school in time for the semester.**

* Students on leave of absence must apply to 'return to school' to register for the course **(you can also register for the course in the "Application" stage before approval).**

* Students who have been approved to 'return to school' must complete both the course registration and tuition payment within the period set in the academic schedule.

3. Re-admission(Re-entry)

- **Eligibility to apply:** You can apply for re-entry after one year (two semesters) from the date of expulsion

※ Except those who satisfied the requirements for completion.

- **Application period:** 2024.01.22. (Mon) to 2024.01.26. (Fri) 17:00

- **How to apply:** GLS > Application/Qualification Management > Re-admission

* **First-year college students (Freshmen) must complete the first and second semesters of the first year in order to enter the department(major), so they must apply for re-admission in time for the semester.**

*** Whether or not to approve re-admission is determined by the number of seats available for re-admission and the results of the re-admission screening, and the overall result will be provided individually before the course registration.**

* **General leave of absence is not allowed during the first semester of re-entry (except for reasons caused by illness)**

* Students who have been approved for re-admission must register and finish the course registration according to their academic schedule, and re-admission will be canceled if they are not registered.