



Asian University

Leave Application Form for Student Exam

Application Date: yr. mo. day

| | | | | | |
|--------------------------|--|--------------------------------------|-------------------------------|---------------------------------------|----------------------------|
| Name | | Student ID No. | | Preliminary Review | Second Review |
| Degree System | | Department / Graduate School / Class | | Department's (Graduate School's) Head | Office of Academic Affairs |
| Date of Leave of Absence | From yr. mo. day the session to yr. mo. day the session, A total of day(s) and sessions | | | | |
| Reason for taking leave | (Please attach relevant documents) | | | | |
| Subject of make-up exam | Time for make-up exam | Location for make-up exam | Course Instructor's Signature | Student Adviser | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Note:

1. Before taking the exam leave, students shall apply for the leave in accordance with the "Regulations Regarding Student Exam Leave and Make-up Exam".
2. Students, who apply for make-up examination because of taking a leave of absence, shall present documentary evidence issued by business assigning unit for Leave for Statutory Reasons, shall attach obituary proof for Funeral Leave, shall submit medical certificates (shall state the time for seeing a doctor) of regional hospital for Sick Leave, and shall have the regional hospital to issue the medical certificates for being hospitalized because of serious illness.
3. Students shall complete all the exams missed during leave of absence in accordance with the dates and forms designated by the course instructors. The make-up exam is limited to one time. If it is overdue, the score of the exam will be given a zero point. Students shall voluntarily nullify the qualification for make-up exams and take the exams, if the reason(s) for taking leave has disappeared before taking the exam.
4. In case that students can not apply for taking a leave in time due to sudden illness or irresistible accident, students' parent (or guardians) on the date may notify the course instructors, Department's (or Graduate School's) Head, and Program Director. Upon approval, within a week, submit formal proofs to complete the procedures of asking for leave. If it is overdue, it shall be deemed to be absence without applying for leave.
5. After completing the procedures of this application form, please return the form along with photocopies of supporting documents to Office of Academic Affairs.
6. Matters not covered in this form shall be handled in accordance with the related regulations of the school.