

# Regulations on Leave of Absence, Reinstatement, Withdrawal, and Expulsion

## Chapter 1. General Provisions

### Article 1 (Purpose)

The purpose of these regulations is to prescribe detailed matters concerning leave of absence, reinstatement, withdrawal, and expulsion in accordance with Chapter 6 of the Academic Regulations of Woosong University (hereinafter referred to as the “University”).

## Chapter 2. Leave of Absence

### Article 2 (Types of Leave)

① Leave of absence shall be classified as follows:

1. General Leave: Leave due to personal reasons such as financial difficulty, job preparation, or family circumstances
2. Medical Leave: Leave due to illness requiring treatment for four weeks or more
3. Military Leave: Leave for compulsory military service (limited to those who have received enlistment notice)
4. Startup Leave: Leave for preparation and execution of business startup
5. Pregnancy, Childbirth, and Childcare Leave
6. Administrative Leave: Leave imposed by the University pursuant to Article 22(2) of the Academic Regulations

### Article 3 (Application for Leave)

① A student wishing to take leave pursuant to Article 2 shall submit a leave application form with supporting documents to the affiliated department and obtain approval from the head of the department.

② Required supporting documents by leave type are as follows:

1. General Leave: Statement of reason and supporting documents
2. Medical Leave: Medical certificate indicating treatment of at least four weeks
3. Military Leave: Enlistment notice
4. Startup Leave: Statement of reason and supporting documents
5. Pregnancy/Childbirth/Childcare Leave: Medical certificate or supporting documents (e.g., birth certificate, family relation certificate)
6. Administrative Leave: No additional documents required

③ The University may require a guardian’s consent form in addition to the documents specified above if necessary.

### Article 4 (Military Leave)

① Students applying for leave due to military service shall submit a copy of the enlistment notice (original must be presented).

② Students wishing to convert or extend general leave into military leave shall submit the required documents specified in Paragraph 1.

### Article 4-2 (Administrative Leave)

Administrative leave pursuant to Article 22(2) of the Academic Regulations shall be approved by the President upon request from the head of the affiliated department.

### **Article 5 (Duration of Leave)**

- ① The duration of leave shall be as follows:
  1. General Leave: Up to one year per application, maximum two times
  2. Medical Leave: Up to one year
  3. Military Leave: From enlistment date until completion of active service
  4. Startup Leave: Up to two years per application, not exceeding four years including general leave
  5. Pregnancy/Childbirth/Childcare Leave: Up to six months or one year per application
  6. Administrative Leave: Up to six months or one year per application, maximum two times (up to four years for international students)
- ② Students wishing to extend leave must apply for extension before the expiration of the original leave period.
- ③ Notwithstanding Paragraph 1(3), if reinstatement occurs after the semester begins, the leave period may be extended to include the current semester.

### **Article 6 (Timing and Restrictions on Leave)**

- ① Leave applications shall be submitted after the end of summer or winter semester and before the start of the next semester, in accordance with the academic calendar. Exceptions require approval of the President.
- ② Leave is not permitted during the first semester after admission or transfer, except in cases of medical leave, military leave, startup leave, pregnancy/childbirth/childcare leave, or unavoidable circumstances such as COVID-19.
- ③ Notwithstanding Paragraph 1, military leave may be granted after the semester begins if enlistment occurs during the semester.

## **Chapter 3. Reinstatement**

### **Article 7 (Application for Reinstatement)**

Students whose leave period has expired or whose reason for leave has ceased shall submit a reinstatement application along with the following documents and obtain approval from the President:

1. Certificate of discharge or equivalent document (for military leave)
2. Return order certificate (if discharged early)
3. Supporting documents for termination of leave reason (for general leave)

### **Article 8 (Timing of Reinstatement)**

- ① Reinstatement shall be made before the beginning of each semester according to the academic calendar.
- ② Early reinstatement before the expiration of leave is permitted within the prescribed period.
- ③ If the leave reason does not expire before the registration period:
  - Within 4 weeks after semester start (spring/fall)
  - Within 4 days after semester start (summer/winter)
  - Within 10 days after return (in case of early discharge from military service)

### **Article 9 (Tuition for Reinstated Students)**

Tuition for reinstated students shall be governed by the Academic Regulations and tuition collection policies.

## **Chapter 4. Withdrawal and Expulsion**

### **Article 10 (Withdrawal)**

Students wishing to withdraw pursuant to Article 24 of the Academic Regulations must obtain approval from the President following prescribed procedures with guardian consent.

**Article 11 (Expulsion)**

- ① Students subject to expulsion under relevant provisions of the Academic Regulations shall be expelled upon deliberation by the departmental committee or academic affairs committee and approval of the President.
- ② Expulsion shall generally be processed within four weeks after one-third of the semester has elapsed.
- ③ For students applying for installment tuition payment or deferral, the timing may differ.
- ④ If otherwise specified, expulsion timing shall follow relevant regulations.

**Chapter 5. Miscellaneous**

**Article 12 (Other Matters)**

Matters not specified in these regulations shall be determined by the President following deliberation by the Academic Affairs Committee.