

Important Instructions Regarding Leave of Absence

1. Students who cannot attend classes for 2 or more months (including examinations) for a good reason, such as illness or injury, can take a leave of absence by submitting an “Application for Leave of Absence” (prescribed form), screening of documents (interview as needed), and obtaining approval from the School’s Steering Committee. (Refer to the School Study Guide)
2. Please fill in specific reasons in the application form and attach the required documents.
 - 1) Leave of absence for illness or injury
Please attach a medical certificate issued by the doctor stating that a leave of absence (or treatment for two or more months) is necessary.
 - 2) Leave of absence for overseas study
The overseas study period must be at least 2 months, and the total course time must be at least 12 hours per week. Please attach the following documents.
 - A) Overseas Study Plan A and B (prescribed forms)
 - B) Letter of acceptance (a copy is accepted) from the host institution, or I-20 (a copy), or DS-2019 (a copy), which indicate that the study abroad period is at least 2 months.
 - C) Document(s) indicating the fact that the total course time is at least 12 hours per week.
 - D) Application form for overseas travel insurance (prescribed form, available only in Japanese) and a copy of the receipt of payment for the insurance feeAfter you return to Japan, you must submit a School Attendance Certificate issued by the host institution.
 - 3) Leave of absence for a working holiday
You must stay abroad on your working visa for at least 2 months. Please attach your plan [free format] and a copy of your visa.
 - 4) Leave of absence for volunteer activity
The activity must be at least 2 months. Please attach the following documents.
 - A) Activity plan [free format]
 - B) Certificate issued by the accepting institution
 - 5) Leave of absence for an internship in overseas
You must work on the internship for at least 2 months. Please attach the following documents.
 - A) Internship plan [free format]
 - B) Certificate issued by the accepting institution
 - 6) If your reasons for a leave of absence are different from the above (financial problems, etc.), please attach a detailed statement of your reasons [free format] and official documents to confirm them.
3. In the case of a leave of absence for overseas study, after submitting an “Application for Leave of Absence”, applicants are required to wait to hear from the SPSE Office whether or not an interview is needed, and if the interview is needed, applicants must attend the interview before departure from Japan. If applicants attend the interview after departure, the application for leave of absence will be withdrawn. Therefore, applicants should apply with sufficient time before departure from Japan.
4. Please be sure to register courses for the semester you plan to take a leave of absence. We will not make any consideration for course registration on the reason that a leave of absence is not approved.
5. The period of a leave of absence is one semester or one year (if started in the spring semester). If there are special circumstances, however, it may be possible to extend the period of a leave of absence. It is not possible for the total period of your leave of absence to exceed 4 years. For details regarding extending a leave of absence, please inquire at the Office.

6. The period of your leave of absence does not count toward the length of your enrollment at the University.
7. Application for a leave of absence must reach us no later than May 31 for the following spring semester and no later than November 30 for the following fall semester. If the Office is closed for a school or public holiday on the dates above, the documents must be submitted during business hours on the previous day or earlier. Please submit the documents as far in advance as possible.
8. Courses registered for the period of the leave of absence will be invalid. For information on course registration after your re-enrollment, please make sure to check online and on bulletin boards, etc., before you return to the University.
9. Tuition fees during the period of a leave of absence are as follows.

<Tuition>

		Leave of Absence for Spring Semester (April 1 – Sept 20)		Leave of Absence for Fall Semester (Sept. 21 – March 31 of the following year)	
		On or Before April 30	May 1 to May 31	On or Before Oct. 31	Nov. 1 to Nov. 30
Payment Period	For Spring Semester	50,000YEN	Full tuition	Full tuition	
	For Fall Semester	Full tuition		50,000YEN	Full tuition

* If you take a leave of absence at the same time as your admission into the University, the prescribed amount will be collected in the semester in which you start your leave of absence.

<Laboratory Work Fee, Library Fee, Faculty Fee>

For semesters where a student has reduced tuition, all fees are exempted. For semesters without reduced tuition, all fees must be paid.

<Membership Fee for the Student Health Promotion Mutual Aid Association>

This fee must be paid every semester regardless of whether the student is on leave or not.

<Alumni Association Membership Fee>

This fee must be paid in the second semester of the student's fourth year regardless of whether the student is on leave or not.

<Payment of Tuition fees>

Tuition fees will be adjusted from a full term tuition fees to the one for a student on a leave after an approval by the Faculty Steering Committee. Depending on timing of filing a leave of absence, full tuition fees may be withdrawn on the designated date(s) of bank withdrawal. In such cases, the university will refund the difference approximately one month after the approval at the Committee.

10. After submitting an "Application for Leave of Absence," the documents will be reviewed and an interview will be conducted if necessary. Then, your application will be reviewed for approval by means of deliberation by the School's Steering Committee; approval will be notified to your guardian by mail. Please contact the office for notification timing.
11. Students receiving scholarships should contact the Scholarships and Financial Assistance Section (Tel: 03-3203-9701), regarding the suspension or cancelation of scholarships.
12. If you hold a student visa and are on a leave from the University, you will not be able to stay in Japan regardless of its validity period. Please check the necessary procedures on the website of the Center for International Education.
CIE Website (About your visa status):
<http://www.cie-waseda.jp/visastatus/en/current/absencewithdraw.html>

Office of the School of Political Science and Economics
Administrative Section
TEL: 03-3207-5617
Email: gakuseki11@list.waseda.jp