

## **Procedures and Fee for Leave of Absence and Withdrawal**

Please follow the procedures below for Leave of Absence (LOA) and Withdrawal.

### Procedures

1. Contact Student Affairs.
  - ※ Students must initiate this contact themselves, as LUJ must confirm their intention.
2. Student Affairs personnel will inform the student of required procedures and provide a form.
3. Students are to fill out the form, receive signatures from all relevant personnel, and submit this to Student Affairs.
  - ※ The form will not be accepted if the student has any overdue payments.

### Tuitions and School Fees Regarding LOA and Withdrawal

- All tuition and school fees already paid are non-refundable. Due to this, please pay attention to any potential conflict in relation to the timing of intended period of LOA or school withdrawal.
- Tuition is not refundable for LOA or withdrawal at any time during the semester.
- An administration fee of 40,000 yen will be charged if the student takes LOA for the whole semester.
- The SGA fee and general activity fee will be charged in April as annual fees even if the student is taking LOA in April.

### Submission Deadline

The policy for the deadline varies by program (i.e, EAP or Academic). Please check the details with Student Affairs personnel, the EAP Handbook or the Academic Handbook.