

next academic year level.

(Student academic year concept for a September-enrollment student who takes a leave of absence.)

Based on a student's enrollment condition the term before taking a leave of absence, the student may or may not be able to advance to the next academic year level. If the student was enrolled in the spring semester, he/she will be able to advance. However, if the student was not enrolled in the spring semester due to leave of absence, the student cannot advance to the next academic year level.

6. Leave of Absence

(a) Leave of absence system

1. A student who cannot attend classes for more than two months due to an illness or other unavoidable condition may receive leave of absence permission based on the leave of absence reason.
2. A student determined to be unfit to attend classes due to an illness may be ordered to take a leave of absence.
3. The leave of absence period will not factor into the enrollment period.
4. The leave of absence period will be within 2 years. However, based on a special reason, the student may receive permission to extend the period up to another year.
5. The leave of absence period cannot extend beyond 3 years (this applies to 2010-enrollment students, transfer students, and re-admitted students). Ex: if a student takes a leave of absence in 2012 and 2013 (2 years), reenrolls in 2014 and takes another leave of absence in 2015 (1 year), the student will no longer be able to take another leave of absence.
6. Students are exempt from paying University fees during the leave of absence period. However, students must still pay enrollment fees during that period.

(b) Points to Consider

1. After taking a leave of absence and reenrolling, the student's applicable curriculum may change (see section 7. Reenrollment).
2. Based on a student's enrollment condition the term before taking a leave of absence, the student may or may not be able to advance to the next academic year level. If the student was enrolled in the second semester, he/she will be able to advance. However, if the student was not enrolled in the fall semester (due to leave of absence), the student cannot advance to the next academic year level (see section 5. Year Level).
3. (Student academic year concept for a September-enrollment student who takes a leave of absence) Based on a student's enrollment condition the term before taking a leave of absence, the student may or may not be able to advance to the next academic year level. If the student was enrolled in the spring semester, he/she will be able to advance. However, if the student was not enrolled in the spring semester due to leave of absence, the student cannot advance to the next academic year level (see section 5. Year Level).
4. When an international student takes a leave of absence, he/she loses his/her "student" residence status. Furthermore, a student may not be able to complete residence status procedures depending on the number of course credits earned. Be sure to consult with the International Center (Meigakukan, 1F) beforehand.
5. For students taking teaching certification courses, the process of earning a teaching certificate may be substantially affected. Please consult ahead of time with the College of IR Office.

(c) Leave of absence procedure

(1) Leave of absence forms

When applying for a leave of absence, students must complete the 「休学願」 (Request for Leave of Absence) form (including a countersignature) and submit one of the following documents that prove the student cannot attend classes for a period of over two months. Please note that this period refers to the period when students cannot attend classes, including the regular exam period.

Reason for Leave of Absence	Necessary Documents in Addition to the Request Form
Illness	Physician's note, Statement of Reason
Family matter	Statement of Reason
Economic reason	Statement of Reason
Work circumstance	Certificate issued from place of work, Statement of Reason
Traveling overseas (overseas study abroad at personal expense)	Certificate of acceptance to study abroad host institution, travel plan document
Other	Documentation proving the student cannot attend classes for over two months, Statement of Reason

*Please write your Statement of Reason, certificates, and travel plans on one sheet in A4 paper size (format can vary).

*On the travel plan document, please describe your goals during your leave of absence, your schedule abroad, and your study/career plans after returning to Ritsumeikan.

(2) Leave of absence application period and leave of absence period

Students can apply for a leave of absence during the periods listed below. The leave of absence period can be from Apr 1~Sep 25 (spring semester), Sep 26~Mar 31 (fall semester), or one year (Apr 1~Mar 31; only spring-enrollment students may apply for one year). However, if a student receives leave of absence permission after the beginning of an academic term or the academic year, the leave of absence period will begin on the day permission was granted. In this case, please note that the period from the first day of the academic term or year until the day before leave of absence permission is granted will also count as a part of the leave of absence period.

Leave of Absence Period	Leave of Absence Application Period
Apr 1~Sep 25 (spring semester) -or- the applicable year (Apr 1~Mar 31)	Until May 31
Sep 26~Mar 31 (fall semester)	Until November 30

(d) Enrollment fees during leave of absence period

The enrollment fee per semester is 5000 yen (there may also be other various membership fees). Enrollment fees must be paid within two weeks after leave of absence permission is granted.

(e) Procedures at the end of leave of absence period

Just before the leave of absence period ends (Spring semester: end of July, Fall semester: end of January), a letter on leave of absence post-procedures will be sent to the student or student's guarantor, so please complete the procedures listed below. If the procedures are not finished by the end of the leave of absence period, the student will be dismissed (removed from the register)

End of Leave of Absence	End of Leave of Absence Leave of Absence Post-Procedures
Before the spring semester completion	Submission of 「復学願」 (Request for Reenrollment) form, 「休学願」 (Request for Leave of Absence) form OR 「退学願」 (Request for Withdrawal from the university) form by Aug 1~end of Aug
Before the fall semester completion	Submission of 「復学願」 (Request for Reenrollment) form, 「休学願」 (Request for Leave of Absence) form OR 「退学願」 (Request for Withdrawal from the university) form by Feb 1~end of Feb

7. Reenrollment

A student reenrolling from a leave of absence status must submit a 「復学願」 (Request for Reenrollment) form (including a countersignature) and receive official permission from the college. In addition, a student who takes a leave of absence due to illness must submit a doctor's note and receive a health exam from the university Health Center. The reenrollment application period is described below.

International students who need to renew a status of residence: because the procedure process will take time, please submit

your reenrollment request during the application period for international students who must receive a residence status (second table) as listed below. If you submit your documents during the normal application period, your application may not be processed on time and you may not be able to enter the country when classes start.

The reenrollment fee corresponds to the fees for that student's academic year (e.g. second year student fees). For payment period details, please refer to Academic Fees section.

Procedure Period

Desired Reenrollment Term	Reentry Application Period
Spring semester	Feb 1~end of Feb of the semester before the desired reentry term
Fall semester	Aug 1~end of Aug of the semester before the desired reentry term

Procedure Period for International Students who Must Receive a Residence Status

Desired Reenrollment Term	Reentry Application Period
Spring semester	Dec 1~end of Dec of the semester before the desired reentry term
Fall semester	Jun 1~end of Jun of the semester before the desired reentry term

(a) Student Identification Numbers and Applicable Curriculum when Reenrolling

Students who enrolled in the 2011 or 2012 academic year

Once a student reenrolled, the curriculum in effect for the year that he/she is enrolled shall be applied. The student ID number also corresponds to the curriculum year applied. If the curriculum applied before taking a leave of absence and after reenrollment differ, the credits earned before taking a leave of absence shall be approved according to the curriculum applicable after reenrollment (it should be noted that certain courses may not be approved) and a new student ID number shall be given.

If the curriculum in effect for the 2013 academic year onward is applied when the student reenrolled, his/her student ID number and curriculum will no longer change and previously earned credits will remain fixed when he/she takes a leave of absence and reenrolls from then on.

Students enrolling in or after the 2013 academic year

The curriculum to be applied does not change and the one applied at the time of admission shall be applied throughout their school year till graduation. Student ID numbers do not change either. And previously earned credits will remain fixed. However, courses in each curriculum are planned and offered in accordance with the normally required four years of study, and some courses may not be offered after readmission.

Leave of absence / Re-enrollment, Curriculum Year, Student Year Progression Examples

AY: Academic Year, SS: Spring Semester, FS :Fall Semester, LOA :Leave of Absence, ES: Enrolled Statement

Took LOA in the fall of last academic year, so become 1 st year student again.				Change to AY2013.		If you reenroll in AY2013 or later or take another LOA and re-enroll, your curriculum will not change.			You can graduate if you acquired all credits required to graduate.			
Students enrolled before or in the 2012 academic year (April enrollment): LOA AY2012F, AY2013S, AY2014F, AY2015SS												
	1 st Year	1 st Year	1 st Year	1 st Year	2 nd Year	2 nd Year	2 nd Year	2 nd Year	3 rd Year	3 rd Year	4 th Year	4 th Year
Curriculum Year	2012	2012	2012	2013	2013	2013	2013	2013	2013	2013	2013	2013
ES(○)/LOA(–)	○	–	–	○	○	–	–	○	○	○	○	○
Years Enrolled	0.5	–	–	1.0	1.5	–	–	2.0	2.5	3.0	3.5	4.0
Term	AY2012 SS	AY2012 FS	AY2013 SS	AY2013FS	AY2014 SS	AY2014 FS	AY2015 SS	AY2015 FS	AY2016 SS	AY2016 FS	AY2017 SS	AY2017 FS

Took LOA in the Spring of last academic year, so become 1st year student again.

Change to AY2013.

If you re-enroll in AY2013 or later or take another LOA and reenroll, your curriculum will not change.

You can graduate if you acquired all credits required to graduate.

Students enrolled before or in the 2012 academic year (September enrollment): LOA AY2013SS, AY2013FS, AY2015SS, AY2015FS

	1 st Year	1 st Year	1 st Year	1 st Year	2 nd Year	2 nd Year	2 nd Year	2 nd Year	3 rd Year	3 rd Year	4 th Year	4 th Year
Curriculum Year	2012	2012	2012	2013	2013	2013	2013	2013	2013	2013	2013	2013
ES(○)/LOA(–)	○	–	–	○	○	–	–	○	○	○	○	○
Years Enrolled	0.5	–	–	1.0	1.5	–	–	2.0	2.5	3.0	3.5	4.0
Term	AY2012 FS	AY2013 SS	AY2013 FS	AY2014 SS	AY2014 FS	AY2015 SS	AY2015 FS	AY2016 SS	AY2016 FS	AY2017 SS	AY2017 FS	AY2018 SS

Took LOA in the fall of last academic year, so become 1st year student again.

Yor curriculum will not change.

You can graduate if you acquired all credits required to graduate.

Students to be enrolled in or after the 2013 academic year (April enrollment): LOA AY2013FS, AY2015SS

	1 st Year	1 st Year	1 st Year	1 st Year	2 nd Year	2 nd Year	3 rd Year	3 rd Year	4 th Year	4 th Year
Curriculum Year	2013	2013	2013	2013	2013	2013	2013	2013	2013	2013
ES(○)/LOA(–)	○	–	○	○	–	○	○	○	○	○
Years Enrolled	0.5	–	1.0	1.5	–	2.0	2.5	3.0	3.5	4.0
Term	AY2013 SS	AY2013 FS	AY2014 SS	AY2014 FS	AY2015 SS	AY2015 FS	AY2016 SS	AY2016 FS	AY2017 SS	AY2017 FS

Took LOA in the Spring of last academic year, so become 1st year student again.

Your curriculum will not change.

You can graduate if you acquired all credits required to graduate.

Students to be enrolled in or after the 2013 academic year (September enrollment): LOA AY2014SS, AY2015FS

	1 st Year	1 st Year	1 st Year	1 st Year	2 nd Year	2 nd Year	3 rd Year	3 rd Year	4 th Year	4 th Year
Curriculum Year	2013	2013	2013	2013	2013	2013	2013	2013	2013	2013
ES(○)/LOA(–)	○	–	○	○	–	○	○	○	○	○
Years Enrolled	0.5	–	1.0	1.5	–	2.0	2.5	3.0	3.5	4.0
Term	AY2013 FS	AY2014 SS	AY2014 FS	AY2015 SS	AY2015 FS	AY2016 SS	AY2016 FS	AY2017 SS	AY2017 FS	AY2018 SS

* Years enrolled extend from the time of admission to the end each semester.