

Graduate School of International Studies Corona 19 (novel coronavirus) 2020 Spring Semester Special Leave of Absence Notice

Corona 19 (novel coronavirus) Spread changed to phase "Serious" so **only 2020 Spring Semester** exclusively, Special Leave of Absence can be permitted. This case is not included into the total period of Leave of Absence also not calculated during your study in KU, which Freshmen can also apply for.

1. Eligibility

A. Domestic GSIS Student

Freshmen/Enrolled/Completion of Course Student : Who can meet one of the below conditions

- 1) Corona 19(novel coronavirus) infected or confirmed patient(if possibly having symptom)
- 2) Who can't come to Korea from China or HongKong/Macao for restriction
- 3) Who can't come to Korea from Countries where the restriction of arrival to Korea effects
(Only who stay in the below Countries as indicated at <http://www.0404.go.kr/> from MOFA(Ministry of Foreign Affairs at time you apply 'Special Leave of Absence')

B. Foreign GSIS Student

Freshmen/Enrolled/Completion of Course Student : Who can meet one of the below conditions

- 1) Corona 19(novel coronavirus) infected or confirmed patient(if possibly having symptom)
- 2) At March 2, 2020, who can't fix expected Arrival Date or the residence in Korea because of the delay of Visa Confirmation from China or HongKong/Macao for restriction
- 3) Who can't come to Korea from Countries where the restriction of arrival to Korea effects
(Only who stay in the below Countries as indicated at <http://www.0404.go.kr/> from MOFA(Ministry of Foreign Affairs at time you apply 'Special Leave of Absence')

2. Period of Application and the Withdrawal (for only 2020-1 Semester)

A. When : **from March 2(Mon) ~ March 25 16:00, 2020**

(In case students who want 100% of tuition withdrawal)

If not, possible until May 29(Fri.) 16:00, 2020

※ **From March 26**, Chief Professor(Students in 1st, 2nd Semester) or Advisory Professor(Students in 3rd, 4th or above semester) will individually interview the applicants.

B. Tuition Withdrawal

- 1) **Freshmen or enrolled Student who completes application&interview by March 31(Tue.) 16:00 can be refunded 100% of tuition fee except Entrance Fee. In case of enrolled Student the 100% of tuition fee**
- 2) From April 1(Wed.) until May 29(Fri.) 16:00, 2020, it's possible to be withdrawn based on "General tuition refund policy", not above condition

C. Where to register : KU GSIS Administration Office (gsis@korea.ac.kr)

3. Documents needed

- A. Special Leave of Absence Application [Attachment 1]
- B. Confirmation Letter(Chief Professor(Students in 1st, 2nd Semester)
or Advisory Professor(Students in 3rd, 4th or above semester)) [Attachment 2]
- C. Proof to submit
 - Corona 19(novel coronavirus) infected or confirmed patient(if possibly having symptom)
verifying confirmation document
 - Applicable document of visa issuance not permitted from the embassy
 - Applicable document of flight ticket cancellation
- D. Tuition Fee Refund Form : Bank Account to be refunded(mandatory)

4. ETC.

A. only for 2020 Spring Semester to register "Special Leave of Absence"

B. Freshmen should register for this first semester and then can apply for withdrawal

C. In case of recipients of KU GSIS Scholarship 2020 Spring semester,

- In principle, KU GSIS scholarship will be redeemed.
- Only in case that one's confirmed 2020 Spring Semester Special Leave,
 - 1) scholarship will be carried over only if one return to GSIS 2020 Fall Semester.
 - 2) scholarship will be extinct if one do not return to GSIS 2020 Fall Semester.

※ For the further inquire, please contact KU GSIS Administration Office (gsis@korea.ac.kr)

March, 2020

Graduate School of International Studies