**Request for Voluntary Permanent Academic Leave**

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| **Approval** | **Person-in-charge** | **Team leader** | **Dean** | **President** |
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\* leave the above blanks

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| **Student ID No.** |  | **Name** |  |
| **Affiliation** |  | **Name of Major** |  |
| **School Registration Status** |  | **Contact No.** |  |
| **Reason for Voluntary Permanent Leave** |  | | |
| **I hereby ask for permission for my voluntary permanent academic leave.**  Date: YYYY/MM/DD  Applicant : (signature)  Advisor : (signature)  (if applicable) Co-Advisor : (signature)  Chief Major Professor : (signature)  Campus Representative Professor : (signature) | | | |
| **To the President of Korean University of Science & Technology** | | | |

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| **Bank Account Information for refund of tuition fee**  **- If students paid it in person, please write your own bank account**  **- If it is paid by student’s affiliated campus, please write campus account’s information**  **Please attach the copy of bank account note’s first page** | |  | **Confirmation of librarian, UST main office** |
| **Write the bank account of information** |  |  |