



St. John's College  
聖 約 翰 學 院

## Academic Leave And Residence Fee Relief

To: Dr. Henry Yu, Principal

Name \_\_\_\_\_ Room \_\_\_\_\_

I hereby request Academic Leave and Residence Fee relief from the College:

from \_\_\_\_\_ to \_\_\_\_\_

During my absence I can be contacted at:

Address \_\_\_\_\_ Telephone \_\_\_\_\_

\_\_\_\_\_ Fax \_\_\_\_\_

\_\_\_\_\_ Email \_\_\_\_\_

The purpose of the Academic Leave is: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please initial the square box to indicate that you have read and understood the Academic Leave policy on the back of this form. Please contact the Membership Coordinator if you have any questions about the policy.

**This application form must be accompanied by a letter from your research supervisor or program coordinator which clearly outlines the academic necessity of the leave.**

Signature \_\_\_\_\_ Date \_\_\_\_\_





# St. John's College

## 聖 約 翰 學 院

### **Absence from the College for Academic Reasons**

*Please refer to Appendix III of your SHHS – SJC Residence Contract*

If you are required to temporarily live elsewhere in order to pursue an academic opportunity (for example, fieldwork, internships, visits to archives, short-term academic exchange, etc.), and you wish Residence Fee relief for the period of your absence, you must apply to the Principal in writing. You acknowledge that the decision to grant Residence Fee relief is based on several factors, and is, ultimately, at the sole discretion of the Principal, whose decision is final and binding.

During the leave of absence period Residence Fees are not charged, and only partial Meal Plan fees are charged. ("Residence-Fee-relief"). The Resident will vacate their room, and may be assigned different accommodation upon return. At least one month prior to the Resident's return from leave, in the case of leaves not including the final month of the Residence Contract, the Resident shall pay his or her Residence and Meal Fees for the month following the conclusion of the leave.

You may request Academic Leave from the College in monthly increments to a maximum of four (4) months within each contract year. The leave must begin on the first day of a calendar month and end on the last day of a calendar month. A request for Academic Leave must be made in writing at least two (2) months in advance of the requested start date of Academic Leave.

This completed request form must be accompanied by a letter from your supervisor or program coordinator which clearly outlines the academic necessity for the leave. You must maintain your graduate student status or other eligibility for the College during the period of the leave of absence.

Please initial the box on the front of this form to indicate you have read and understood this policy.

