

# Leave of Absence

In the event that you cannot attend school for more than 3 months because of a compelling reason, such as illness, you may take a leave of absence with the permission of the President of GRIPS.

You are generally exempted from paying tuition while you are on a leave of absence. However, if you take a leave of absence in the middle of a term, your tuition for that term is nonrefundable. Please notify us by March 1 if you know you will need to take a leave during the Spring/Summer term (April-September) and by September 1 for a leave during the Fall/Winter term (October-March). Without advance notice, you will be required to pay the 6-month tuition.

## Duration

The Period of absence is for a period of up to two years for master students and three years for Ph.D. students.

\* The period of leave of absence will not count toward the required term of study (master's: maximum 4 years; PhD: maximum 6 years).

## Steps to Take to Apply for a Leave of Absence

1. Consult with your main advisor and program director about your future plan of study (course work and dissertation).

2. Complete the following before submitting the application documents:

- Return all books to the GRIPS Library.
- Return your GRIPS computer.
- Return your GRIPS ID card.
- Clean out your desktop and drawers.
- Check your scholarship matters (if applicable).
- Pay delinquent tuition (if applicable).

3. Obtain the Leave of Absence Application and Checklist from the Academic Support Team. Submit your application to the Academic Support Team in person or by mail **three weeks before the date you expect to begin the leave**. In the event that your leave of absence is due to illness, please also submit a medical doctor's report.

## Services

The following services are available to you during a leave of absence:

- Issue of certificates (transcript, certificate of enrollment, etc.)
- Issue of JR discount vouchers
- Use of GRIPS email address
- Use of GRIPS Library. (You must return all books you have borrowed before applying for a leave, then register to use the Library during your leave.)

## Procedure for Reenrollment at the Expiration of a Leave of Absence

Please consult with your main advisor and program director and submit a Notification of Expiration of Leave of Absence to the Academic Support Team three weeks before the expected reenrollment date.

## Reenrollment before Expiration

You can reenroll in GRIPS with the President's permission even before your period of leave of absence expires. Please consult with your main advisor and program director and submit an Application for Reenrollment to the Academic Support Team three weeks before the expected reenrollment date.

## Extension

If you would like to extend the duration of your leave of absence, please consult with your main advisor and program director and then submit an Application for Extension of Leave of Absence to the Academic Support Team three weeks before your leave is due to expire.

## Inquiries

Academic Support Team

National Graduate Institute for Policy Studies

7-22-1 Roppongi, Minato-ku, Tokyo 106-8677, Japan

Tel: +81-(0)3-6439-6042

Fax: +81-(0)3-6439-6040

Email: [ast@grips.ac.jp](mailto:ast@grips.ac.jp)

\* If your address changes during your leave of absence, please submit a Notification of Address Change to the Academic Support Team.