**Leave of Absence Policy**

**Chapter I General Provisions**

**Article 1** To ensure the normal educational and teaching order of the school, strengthen the management of students and protect their legitimate rights and interests, these measures are formulated in accordance with the policy on the Administration of Students in General Higher Education Schools and the Rules for the Implementation of Student Registration Management of CIFS, and other policy, taking into account the actual situation of the institute.

**Article 2** These policy apply to the day-to-day management of leave of absence for all students enrolled in our school.

**Article 3** The management of students' leave of absence and cancellation shall follow the principles of maintaining the normal teaching order of the school, safeguarding students' rights, strict procedures and seeking truth from facts.

**Article 4** The Student Affairs Office of the institute is responsible for the guidance, coordination and supervision of the management of students' leave of absence and cancellation; the school is responsible for the specific work of the management of students' leave of absence and cancellation.

**Chapter 2 Types of Leave of Absence**

**Article 5** Leave of absence is divided into three types: personal leave, sick leave and official leave.

1. Leave of Absence: A leave of absence due to a major incident involving the student or an immediate family member that prevents the student from participating in teaching activities or group activities as prescribed by the school.

2. Sick leave: leave of absence due to the student's own health being unable to participate in teaching activities or group activities.

3. Official leave: leave of absence is required for participation in competitions, meetings, training and activities within and outside the school as assigned by the relevant departments of the school.

**Chapter 3 Leave Application and Approval Procedures**

**Article 6** Students shall participate in the activities stipulated in the training program and organized by the institute on time during the school year. If they cannot participate for any reason, they shall fulfill the written leave procedure, and if they cannot do so in writing due to special circumstances, they may request leave by correspondence in advance and apply for written leave afterwards, which will take effect after approval.

**Article 7** If a student requests leave of absence due to illness, he/she shall present a certificate of diagnosis from the institute hospital or a medical certificate of diagnosis and sick leave issued by a hospital of Grade IIIA or above.

**Article 8** If students request leave for reasons, they shall provide documentary proof of the reasons for the leave. In principle, a student may not take leave of absence for reasons exceeding seven days.

**Article 9** Students who need to take leave of absence for official business entrusted by the institute or secondary school, or to participate in competitions, conferences and other activities on or off campus, should apply online by the employer (Cloud Home General Approval), and the length of the leave of absence should be less than three days, signed by the student's school and copied to the Student Affairs Office and the Academic Affairs Office for record.

If the number of students is greater than three days or more than 30 in a single instance, the student's school and the Student Affairs Office shall sign the opinion and submit it to the headmaster for approval, with a copy to the Student Affairs Office and the Academic Affairs Office for record.

Students should follow the principle of "no leave for non-essential reasons" when taking leave for business purposes, and employers should properly implement the concept of second-class education and arrange for students to participate in activities in addition to their studies.

**Article 10 Procedures and approval authority for student leave of absence for affairs and illness.**

Students are required to complete the Student Leave Approval Form and follow the procedures for leave of absence. Students who take leave for the same reason more than once in a row must follow the approval procedures according to the accumulated number of days of leave.

a.Leave of absence for up to and including half a day shall be approved by the tutor.

b. More than half a day to less than seven days, signed by the counsellor and submitted to the Dean of the school for approval.

c.Leave of absence for a period of more than seven days to less than 30 days shall be signed by the counselor and the Dean of the school and submitted to the Student Affairs Office for approval and record.

d.Leave of absence of thirty days or more shall be signed by the counsellor, the Dean of the school and the Director of the Student Affairs Office, and submitted to the Principal in charge for approval and to the Student Affairs Office for record.

**Article 11** Students are not allowed to leave school early or return late during summer and winter vacations, legal holidays and before and after double holidays. If students need to leave school early or cannot return on time due to special circumstances, they should apply for renewal of leave in accordance with the policy.

**Article 12** Students may not take leave of absence for more than one-third of the current semester in total, and those who take leave of absence for more than one-third of the semester must go through suspension procedures.

**Article 13** Students shall return to school on time within the approved leave period. If they cannot return to school on time due to special reasons after the expiration of the leave period, they shall apply for renewal of leave; if they fail to apply for renewal of leave or if the renewal procedure is not approved, they shall be considered absent from school and shall be given disciplinary punishment in accordance with relevant policy. The approval authority and procedures for renewal of leave shall be in accordance with the provisions of Articles 9 and 10 of these policy.

**Chapter 4 Leave of Absence System**

**Article 14** After the expiration of the leave of absence**,** students should promptly fulfill the cancellation procedures to the class counselor. If the leave of absence is for more than 30 days, the student should fill in and submit the “CIFS Student Leave Cancellation Approval Form” within 3 days after the expiration of the leave of absence, and submit it to the school and the Academic Affairs Office for approval.

**Chapter 5 Leave Management**

**Article 15** Students' leave application forms and leave certificates shall be recorded and archived by the school, while class counselors shall communicate to class teachers in a timely manner about class students' leave requests and cancellations.

**Article 16** Students shall be notified and criticized or subject to disciplinary action in accordance with the relevant policy in any of the following cases, depending on the severity of the circumstances.

a.Leaving school on his own without going through the leave of absence procedures in accordance with these policy, or leaving school on his own without approval of his leave of absence, or leaving school without permission.

b.If the leave of absence expires and the leave is not cancelled upon return to school in accordance with the prescribed procedures.

c.Failure to return to school on time after the expiry of the leave of absence and failure to renew the leave of absence or failure to have the renewal procedure approved.

d.Fictitious reasons for leave of absence or falsification of supporting documents for leave of absence.