[SIMBA]

유고결석계

Application for Waiver of Absence

Student ID: M

NAME: _____

Course CODE	Course Title	Professor	Dates of Absence
Reason for Absence:			

※ Attachment ※

Official Certificate for Absence

※ Attention ※

☑ Student should submit related documents **within seven days of its occurrence**.

☑ The maximum period of permitted absences is **two weeks**.

☑ Absence with special reasons as following can be permitted with the approval of the Dean of SBS.

- Death of family members in a direct line (Death Certificate)
- Marriage of him/herself (Wedding Invitation)
- Hospital treatment in hospitalizations for more than 3 days (Medical Certificate)
- The childbirth of him/her spouse (**maximum one week**)

(YEAR) . (MONTH) . (DATE)

Applicant: _____ (Signature)

담 당	팀 장	주임교수	원 장	결재
				년 월 일

SOGANG BUSINESS SCHOOL