

Prepared By: Assistant PGP Director	<b>Postponement &amp; Reinstatement</b>	Date: 28 December 2020
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### WORKING INSTRUCTION

1. Objective Set the students to ask the right leave of absence and active

2. Person In Charge  
PD PGP, Academic, Student Service, Finance

3. Phase of Process

No	Description and Phase of Process	PIC	Document
1.	Time for leave application / reactivation, held in conjunction with KRS Offline time.	AM	Postponement form Reinstatement Form SK Leave
2.	<p>Students who will apply for leave are advised to meet Academic Manager and</p> <p>Bring the letter of postpone. After get approval from Academic Manager, student come to the Student Service to fill the form of postpone.</p> <p>For students who wish to apply active again, it can fill Reinstatement Form and bring SK leave.</p> <p>Students fill in: Name, NIM, the number of credits, reason of leave browse, how long her leave, etc.</p>	Student Service	<p>Postponement form Reinstatement Form</p> <p>certificate of leave/ letter of postpone</p> <p>Attachment of supporting documents</p>
3.	AM Assessing reviewed signed off reasons postponement form / Reinstatement Form when received and continued approval of PD.	AM & Student Service	<p>Postponement form Reinstatement Form</p> <p>certificate of leave/ letter of postpone</p>
4.	PD reviewed the reasons for postponement give an approval to postponement form / Reinstatement Form.		

	If not received by reason of the study period, failed subject, and leave the reasons that make not clear, then academic asks SS to schedule a consultation with the AM & PD.	PD, AM & Student Service	Postponement form Reinstatement Form Transcripts
5.	Academic ask students to make a payment  on leave to make SK Finance & academics on leave.	Finance Staff, Academic Staff & Student Service	Payment Slip SK Postponement

