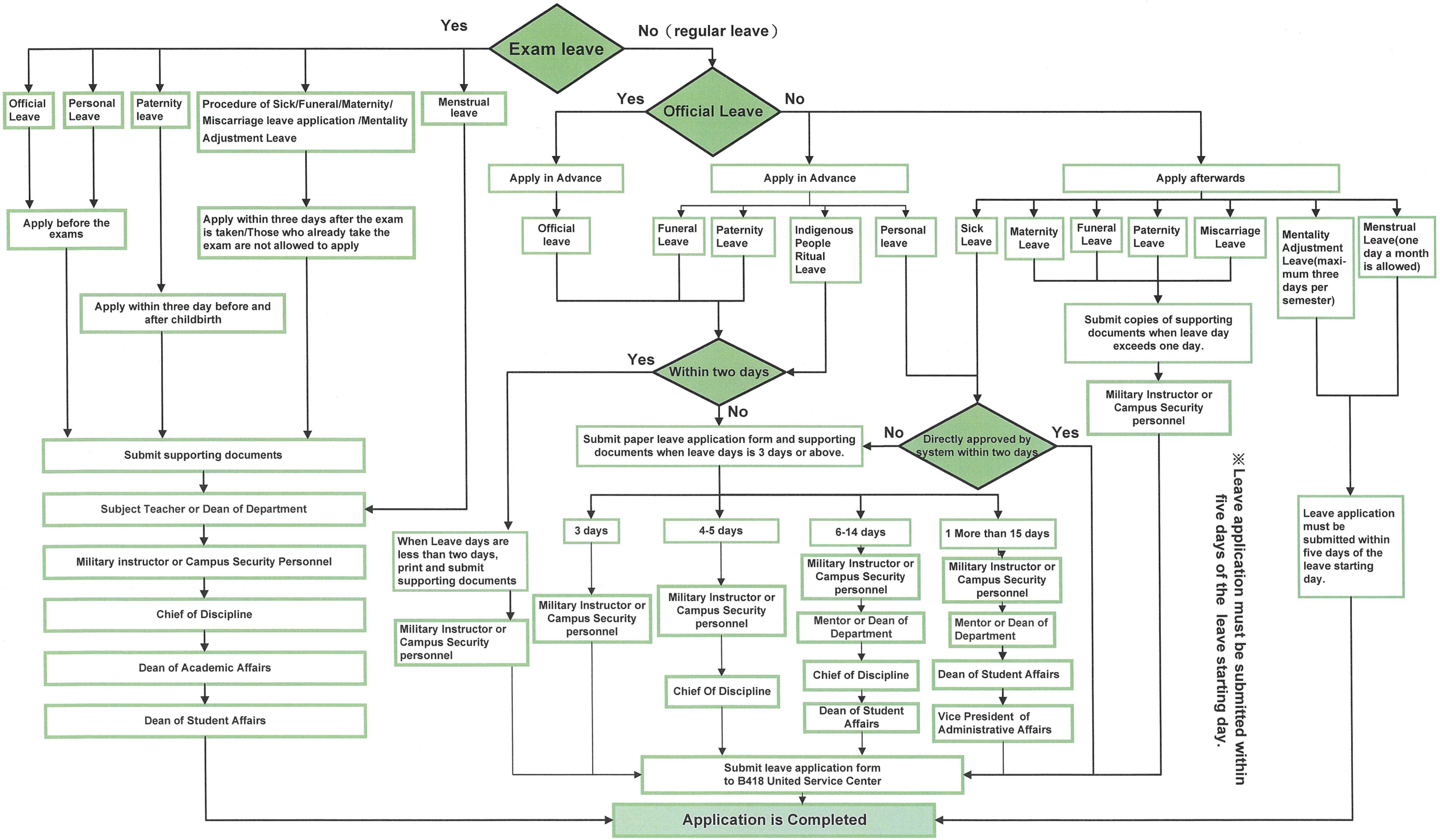Procedure of leave application for TKU students