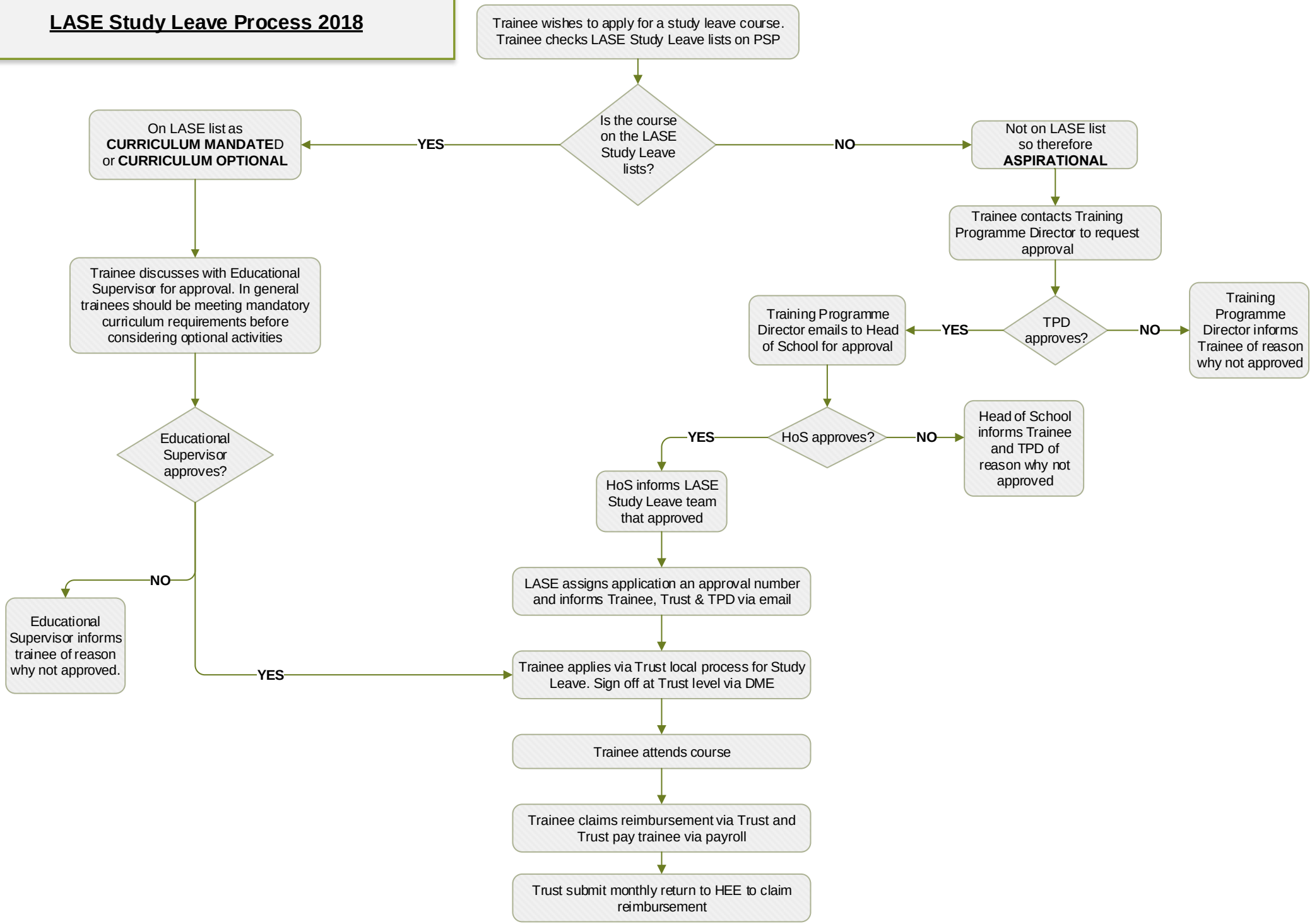LASE Study Leave Process 2018