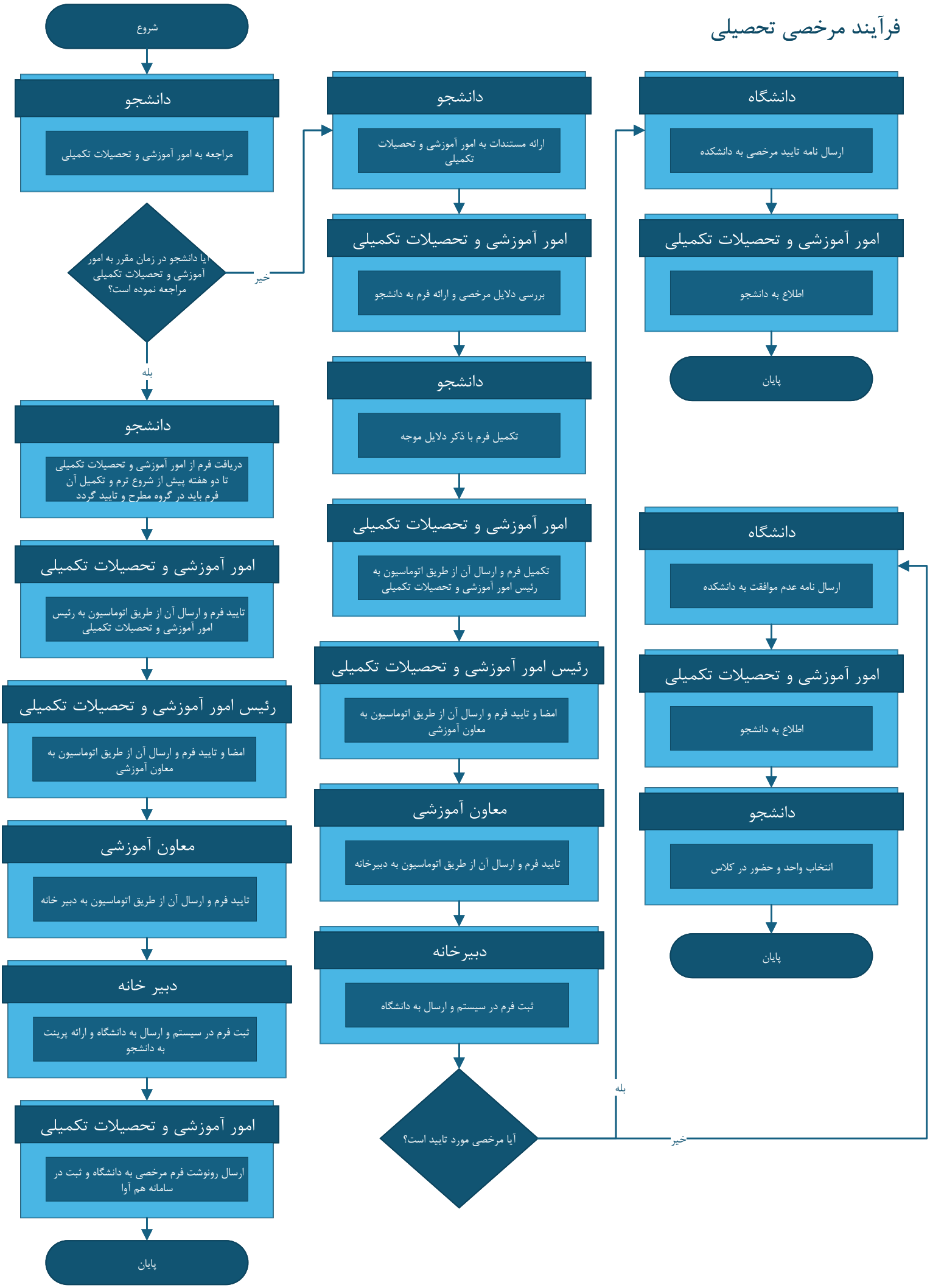فرآیند مرخصی تحصیلی