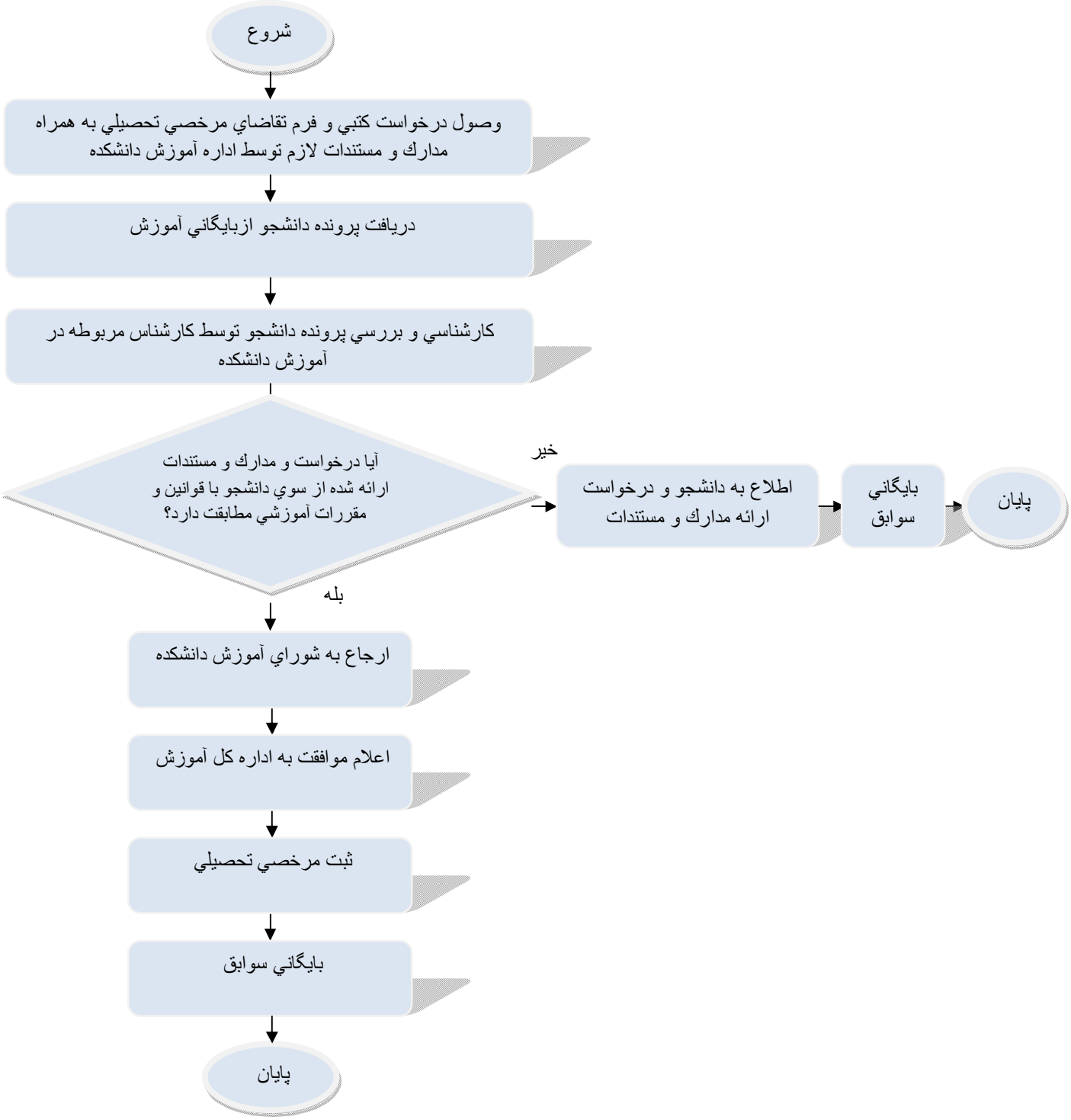فرآيند صدور مرخصي تحصيلي دانشجو