

# NPUST Leave from Studies Application Form

Application Date: \_\_\_\_\_ (y/m/d)

Student ID No.		Gender	<input type="checkbox"/> M <input type="checkbox"/> F
Full Name		International Student Status:	<input type="checkbox"/> Overseas Chinese <input type="checkbox"/> Hong Kong / Macau <input type="checkbox"/> Foreign <input type="checkbox"/> Mainland China
Reason for Requesting Leave	<input type="checkbox"/> Illness <input type="checkbox"/> Financial difficulties <input type="checkbox"/> Unalignment between expectations and the program <input type="checkbox"/> Retaking entrance exams <input type="checkbox"/> Transferring schools <input type="checkbox"/> Academic difficulties (Failure to meet the requirements for graduation.) <input type="checkbox"/> Employment <input type="checkbox"/> Pregnancy <input type="checkbox"/> Parenting <input type="checkbox"/> Military service <input type="checkbox"/> go abroad <input type="checkbox"/> Thesis writing <input type="checkbox"/> Concerns of the learning environment. (location, climate, facilities, campus relations, etc.) <input type="checkbox"/> Family obligations or caregiving <input type="checkbox"/> Examination or training <input type="checkbox"/> Others: _____ <p style="color: red; font-weight: bold;">(Periods of suspension for mandatory military service, pregnancy, childbirth, or childcare are not included in the two-year suspension limit upon submission of valid documentation.)</p>		
Leave period	<input type="checkbox"/> Half year <input type="checkbox"/> Full year <input type="checkbox"/> Three semesters <input type="checkbox"/> Two years ) ( From academic year ____ semester ____, to academic year ____ semester ____ )		
Department/ Program and Year of Study	<input type="checkbox"/> Undergraduate <input type="checkbox"/> Master <input type="checkbox"/> Ph.D. Department: _____ Year: ____		
Student Mobile		Parent Mobile	
Home Telephone		Parent (or guardian) Signature/Seal	
Mailing address			
Refund Calculation Method	<p>The refund standards regulations for students suspending or withdrawing from studies after registration and payment has been made are as follows:</p> <ol style="list-style-type: none"> <li>Students who apply for suspension or withdrawal from studies on the date of or prior to registration needn't make any payment; if a payment has already been made, the full sum shall be refunded.</li> <li>From the first day of classes up until 1/3 of the way through the semester, under the tuition and misc. fee system, 2/3 of the total tuition and all other fees will be refunded; under the course credit tuition and misc. fee system, 2/3 of the base amount for tuition and misc. fees (or course credit tuition and misc. fees), the full amount for the course credit fees and the full amount for other fees will be refunded.</li> <li>More than 1/3 but less than 2/3 of the way through the semester starting from the first day of classes, under the tuition and misc. fee system, 1/3 of the total tuition and all other fees will be refunded; under the course credit tuition and misc. fee system, 1/3 of the base amount for tuition and misc. fees (or course credit tuition and misc. fees), the full amount for the course credit fees and the full amount for other fees will be refunded.</li> <li>After 2/3 of the way through the semester starting from the first day of classes, students who suspend or withdraw from their courses will not be granted a refund for the payments they have made.</li> <li><b>Student accident insurance will not be refunded.</b></li> </ol>		

	6. The standards for refunds will be calculated based on the date on which the student actually leaves school.			
Advisor	<b>Department Stamp: Advisors/ supervisors and department chairs should complete the meeting record on the <b>next page</b> and provide their signs and stamps.</b>			
Dormitory cadre		Life Guidance Division (General Education Building)		
Office of International Affairs		(International students only)		
Students Counseling Center (General Education Building)		(Students with disabilities or pregnant students only)		
Division of Health service (General Education Building)		<p>Student who wants to continue join student group insurance during take a leave, should pay the insurance fee within three weeks after each semester classes begin. Miss to pay the fee will lost the insurance coverage during the time of leave.</p> <p><input type="checkbox"/> I understood the rights of student group insurance regarding to take a leave.</p> <p>Student Signature : _____</p> <p>The person in charge. : _____</p>		
Library			Cashier Division (Administration Building)	
Curriculum Division (Administration Building)				
Registration Division (Administration Building)	Registrar	Dean	President	Approval of Authorized Representative
Please obtain approval from the up-mentioned sections before proceeding to our division.				

**Note:**

For those who would like to prolong their drop out period as the re-enrollment due date is approaching, please prepare the basic documents prior to mailing or faxing them to the registration division. The approval from the university section is unnecessary.

## Leave of Absence Interview Record

☐ Providing consultation for Department Transfer   ☐ From Withdrawal Consultation to Suspension  
(Please select one box for the Ministry of Education's survey)

**(If the suspension is due to the following reasons, the advisor/supervisor should conduct a detailed discussion with the student and provide a record for explanations.)**

- ☐ Mismatch between expectations and actual department or school   ☐ Transferring schools
- ☐ Academic environment concerns (e.g., location, climate, facilities, campus space, interpersonal relationships, etc.)
- ☐ Other: \_\_\_\_\_

*Signature:*

**Department Chair's Meeting Record:**

*Signature:*

## NPUST Certificate of Leave from Studies

Student ID Number		Full Name	
Gender	<input type="checkbox"/> M <input type="checkbox"/> F		
Reason for Requesting Leave			
Leave period	<input type="checkbox"/> Half year <input type="checkbox"/> Full year <input type="checkbox"/> Three semesters <input type="checkbox"/> Two years ( (From academic year ____ semester ____, to academic year ____ semester ____ )		
Department/ Program and Year of Study	<input type="checkbox"/> Undergraduate <input type="checkbox"/> Master <input type="checkbox"/> Doctor      Department: _____ Year: ____		
Precautions	Dear Graduate Students: Before leaving the country, please make sure to go to the Motor Vehicles Office to transfer the registration of your vehicle. If the vehicle will no longer be used, please return the registration plate and the vehicle registration to the Motor Vehicles Office and complete the vehicle decommissioning form so that you will not be liable if the vehicle is involved in illegal activities in the future.		

**Note:**

1. Please keep this certificate safe. This form must be turned in when applying for a resumption of studies.
2. Resumption of studies must be undertaken before \_\_\_\_\_ (y/m/d).  
 (For the first semester, this is before the 15<sup>th</sup> of August; for the second semester, this is before the 1<sup>st</sup> of February)
3. When applying for a resumption of studies, student must download the 'Resumption of Studies Application Form' from the Office of Administrative Affairs webpage or send the Registration Division a stamped, self-addressed envelope to acquire the application form. The form must be returned to the Registration Division by mail or in person before the relevant deadline, depending on the semester studies are resumed in.
4. Once the withdrawal from the study process is completed, students may not resume their studies at a later date.
5. Students who are on leave from studies are still eligible for Student Accident Insurance. Premiums must be paid within three weeks of school starting. If this is not done, students will be regarded as having withdrawn from the insurance protection scheme. Students in this situation will not possess coverage for any accidents incurred during their period of leave.
6. Students who have not resumed study after the period of leave has expired or who have not applied for an extension of that leave will be expelled from the university.

Registration Division, Office of Academic Affairs

Date \_\_\_\_\_ (y/m/d)