

NPUST Withdrawal (Transfer) Form

Application Date: _____ (y/m/d)

Student ID No.		Gender	<input type="checkbox"/> M <input type="checkbox"/> F	
Full Name		Home Telephone		
Reason for Withdrawal		Student Mobile		
		Parent Mobile		
Mailing Address				
Department/ Program and Year of Study	_____ year	Effective Semester of Withdrawal	Academic year _____ Semester _____	
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"> 1. 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. 2. 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. 3. 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. 4. 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. 5. Student who withdraw from school can apply for student group insurance's fee refund according to the regulation of insurance company. 6. The standards for refunds will be calculated based on the date on which the student actually leaves school. 			
Advisor	Brief interview note (Advisor should interview with the student and make contact with the parent prior to signing)		Head of Dept.	
Dormitory cadre(宿舍幹部)		Life Guidance Division (General Education Building)		
Office of International Affairs		(International students only)		
Student Counseling Center (General Education Building)		(Students with disabilities or pregnant students only)		
Division of Health Service (General Education Building)		<p>Student who withdraws from school can apply for student group insurance's fee refund according to the regulation of insurance company. The insurance coverage will last to the end of month when registration division receives this form.</p> <p style="color: red;"><input type="checkbox"/> I understood once I withdraw from school, I will not be covered after student group insurance ending.</p> <p>Signature _____</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.				

Withdrawal (Transfer) Approval Form

The student, _____, who is currently enrolled in your university's Department of _____, in the _____ year, and having a student number of _____, because of _____, intends to apply for withdrawal (transfer) of studies.

Parent (or guardian) Signature/Seal _____

Date _____

NPUST Certificate of Withdrawal (Transfer)

Student ID Number		Full Name	
Gender	<input type="checkbox"/> M <input type="checkbox"/> F	ARC or Passport Number	
Mailing Address			
Reason for withdrawal		Department/Program and Year of Study	_____year
Effective Semester of Withdrawal		Academic year _____ Semester _____	
Precautions	<p>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.</p>		

- Note:
1. Please keep this certificate safe; after completing withdrawal or transfer studies may not be resumed.
 2. **Student who withdrew from school will not be covered by student group insurance from next month of withdraw.**

Registration Division, Office of Academic Affairs

Date _____ (y/m/d)