

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		Home Telephone		
Reason for Requesting Leave		Student Mobile		
		Parent Mobile		
Mailing address				
Department/ Program and Year of Study	_____year	Period of Leave	<input type="checkbox"/> Half year <input type="checkbox"/> Full year <input type="checkbox"/> Three semesters <input type="checkbox"/> Two years	
			from _____ (y/m/d) until _____ (y/m/d)	
Refund Calculation Method	The refund standards regulations for students suspending or withdrawing from studies after registration and payment has been made are as follows: 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 accident insurance will not be refunded. 6. The standards for refunds will be calculated based on the date on which the student actually leaves school.			
	Brief interview note (Advisor should interview with the student and make contact with the parent prior to signing)		Head of Dept.	
Advisor				
Dormitory cadre (宿舍幹部)		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)		
Center of Health Promotion (General Education Building)		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. <input type="checkbox"/> I understood the rights of student group insurance regarding to take a leave. Signature _____		
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 from Studies Approval Form

_____ (Student Name), who is currently enrolled in the _____ year in the _____ (Department) at NPUST, student number _____, due to the fact that he/she _____, will take a leave from studies.

Parent (or guardian) Signature/Seal _____

Date _____

NPUST Certificate of Leave from Studies

Student ID Number			Full Name		
Gender	<input type="checkbox"/> M <input type="checkbox"/> F		ARC or Passport Number		
Mailing Address					
Reason for Requesting Leave					
Period of Leave	<input type="checkbox"/> Half year <input type="checkbox"/> Full year <input type="checkbox"/> Three semesters <input type="checkbox"/> Two years		Department/Program and Year of Study	_____ year	
	From _____ (y/m/d) until _____ (y/m/d)				
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 15th of August; for the second semester, this is before the 1st 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)