

NPUST Leave from Studies Application Form

Application Date: _____ (y/m/d)

Student ID No.		Gender	<input type="checkbox"/> M <input type="checkbox"/> F	ARC Number
Full Name				
Reason for Requesting Leave		Home Telephone		
		Parent Mobile		Student Mobile
Period of Leave	<input type="checkbox"/> Half year <input type="checkbox"/> Full year <input type="checkbox"/> Three semesters <input type="checkbox"/> Two years	Mailing address	□□□	
	from _____ (y/m/d) until _____ (y/m/d)	Home address	□□□	
Student Accident Insurance	<input type="checkbox"/> Yes (Policy date) <input type="checkbox"/> Half year from _____ (y/m/d) <input type="checkbox"/> Full year until _____ (y/m/d) <input type="checkbox"/> None Parent's Signature: _____	Department/Program and Year of Study	Department of _____ _____ year_	
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"> 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. 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. 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. 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. Student accident insurance will not be refunded. 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.	
Athletic Department (Sports Center)				
Dormitory cadre (宿舍幹部)			Office of International Affairs	
Life Guidance Division (General Education Building)				
Vehicle registration (查核車籍)			(International students only)	
Center of Health Promotion (General Education Building)				
Students Counseling Center (General Education Building)			(Students with disabilities or pregnant students only)	
Center for Teacher Education (General Education Building)			(Students taking education program only)	
Library		Cashier Division (Administration Building)		Curriculum Division (Administration Building)
Registration Division (Administration Building)		Registrar	Dean	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> Approval of Authorized Representative </div>
Please obtain approval from the up-mentioned sections before proceeding to our division.			President	

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
Reason for Requesting Leave	Mailing Address			
Period of Leave	<input type="checkbox"/> Half year <input type="checkbox"/> Three semesters From _____ (y/m/d) until _____ (y/m/d)	<input type="checkbox"/> Full year <input type="checkbox"/> Two years	Department/Program and Year of Study	Department of _____ year
Student Accident Insurance	<input type="checkbox"/> Yes (Policy date) <input type="checkbox"/> Full year from _____ (y/m/d) <input type="checkbox"/> Half year until _____ (y/m/d) <input type="checkbox"/> None Parent's Signature: _____			

Note:

- Please keep this certificate safe. This form must be turned in when applying for a resumption of studies.
- 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)
- 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.
- Once the withdrawal from the study process is completed, students may not resume their studies at a later date.
- 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.
- 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 _____