

NPUST Withdrawal (Transfer) Form

Application Date: ____ / ____ / ____ (y/m/d)

Student ID No.		Full Name		Gender	<input type="checkbox"/> M <input type="checkbox"/> F	ARC Number	
Department/Program and Year of Study	Department of _____ year		Parent's signature or seal			Contact number	
Reason for Withdrawal			Mailing Address				
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 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. 						
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)		
Student Counseling Center (General Education Building)							
Teacher Training Center (General Education Building)			(Students taking education program only)				
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 automatic withdrawal (transfer) of studies.

Parent (or guardian) Signature/Seal _____

Date _____

NPUST Certificate of Withdrawal (Transfer)

Student ID No.		Full Name		Gender	<input type="checkbox"/> M <input type="checkbox"/> F	ARC or Passport Number	
Mailing Address				Contact number			
Reason for withdrawal			Department/Program and Year of Study	Department of _____ year			
Effective Semester of Withdrawal			Academic year _____ Semester _____				

Note: Please keep this certificate safe; after completing withdrawal or transfer studies may not be resumed.

Registration Division, Office of Academic Affairs

Date _____