Application for Day School Suspension (Drop-out), Leave, and Refund,

National Taipei University of Technology No. :

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| Name | | Student ID No. | | Department/Graduate Institute | | | Program | | | year |
|  | |  | |  | | | □Doctoral Program  □Grade of Master Program  □Undergraduate Program  □Five-year Junior College Program | | |  |
| Address |  | | | | | | Cellphone |  | | |
| Application | □Suspension | | Suspension record | □Never  □Have been suspended for  Year \_\_\_\_\_, \_\_\_\_ Semester | Term of Suspension | From Year\_\_\_\_\_\_, \_\_\_\_\_\_Semester | | | □1 Semester | |
| □1 Year | |
| Date of Resumption | From  Year\_\_\_\_\_\_ ,  \_\_\_\_Semester | Reason for Suspension | □Health Issues □Economic Factor □Underachievement  □Not Compliant with Interest  □Work □Pregnancy  □Childcare □Military Service □Going Abroad □Thesis □Maladaptation  □Injury/Disease of Family Member  □Examination& Training  □Course Selection Issues □Other\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| □Drop-out (Leave the following blank) | | Date of Termination of Studies | From  Year\_\_\_\_\_, \_\_\_\_Semester | Reason for Drop-out: | □Underachievement  □Failing Grade for Moral Conduct Requirements  □Not Compliant with Interest □Pregnancy □Childcare □Health Issues □Work  □Economic Factor □Career Planning  □Others\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| Signature | Date：(YYYY/MM/DD) | | | **For students (excluding graduate students) applying for suspension (drop-out), the parent or the guardian shall present the consent and the signature.** | | | | | |
| Signed by Parents | Date：(YYYY/MM/DD) | | | | |

Procedures for Leaving: Students (proxies) applying for suspension and drop-out shall complete the following procedures:

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| 1. Mentor/Advisor | 2. Instructor (Only for Undergraduate Program) | 3. Dean (Director)  and Department/Graduate Institute Office | 4. Section of Health Care and Wellness | 9.Office of Academic Affairs |
| □Have filled in the Interview Form and the Counseling Checklist | □Have filled in the Interview Form and the Counseling Checklist | □Have reviewed the Interview Form and the Counseling Checklist and **have archived them** | **Student Group Insurance**   * **Agree** * **Disagree** | □Student ID Card has been extended  □Student ID Card has been reported as lost |
| 5. Library | 6.Resource Classroom  **(Not applicable for the non-disabled students)** | 7.Section of Life Guidance **(Not applicable for students applying for a loan outside this semester)** | 8.Overseas Students  **(Not applicable for the non-overseas students)** |
|  |  | **Students with Loan** | **International Student Section,**  **Office of International Affairs**  **Overseas Students Advising Section,**  **Office of International Affairs** |

Procedures for Refund: Students applying for refund shall submit the original receipt and the copy of the personal bankbook cover (account number). **(Review is an internal procedure)**

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| Refund Approved |  |
| **Please tick one of the following for the Registration Section’s review:**  1. The standards for refund of suspension/drop-out are in accordance with Guidelines for Tuition Charge at Institutions of Higher Education as follows:  □ (1) Students applying for suspension/drop-out **before the date of registration (inclusive)** **are exempted from tuition payment (excluding the student group insurance)**; those who have paid the tuition are eligible for full refund.  □ (2) Students applying for suspension/drop-out **after the date following the date of registration and before the date prior to the school date** and  A. Applying to the tuition and miscellaneous fees are eligible for refund of 2/3 of tuition and all miscellaneous fees and other fees.  B. Applying to the tuition per credit hour and miscellaneous fees are eligible for **refund of 2/3 of the basic tuition and miscellaneous fees (or the tuition per credit hour and miscellaneous fees) and** **all tuition per credit hour and other fees.**  □ (3) Students applying for suspension/drop-out **after the school date (inclusive) and before 1/3 of the semester** and  A. Applying to the tuition and miscellaneous fees are eligible for refund of **2/3** of the sum of tuition and miscellaneous fees and other fees.  B. Applying to the tuition per credit hour and miscellaneous fees are eligible for refundof **2/3 of the sum of the tuition per credit hour,** **the basic tuition and miscellaneous fees (or the tuition per credit hour and miscellaneous fees) and other fees.**  □ (4) Students applying for suspension/drop-out **after 1/3 of the semester** **but before 2/3 of the semester** and  A. Applying to the tuition and miscellaneous fees are eligible for refund of **1/3** of the sum of tuition and miscellaneous fees and other fees.  B. Applying to the tuition per credit hour and miscellaneous fees are eligible for refundof **1/3 of the sum of the tuition per credit hour,** **the basic tuition and miscellaneous fees (or the tuition per credit hour and miscellaneous fees) and other fees.**  □(5) Students applying for suspension/drop-out **after 2/3 of the semester are not eligible for any refund.**  2. The date of registration, the school date and the semester mentioned in the preceding paragraphs are based on the NTUT’s calendar; **in case of an unspecified date of registration, the deadline for the tuition payment will apply.**    **Note:**  **1. Students applying for the suspension before the date of registration (inclusive) are exempted from tuition payment; those who apply for the suspension after the date of registration shall pay the tuition first; and those who apply for the suspension after the deadline for the course addition/withdrawal shall pay the tuition per credit hour first, if applicable.**  **2. Students are not allowed to apply for the suspension during the final examination in each semester.**  **3. According to Article 7 of Guidelines for Student Group Insurance, National Taipei University of Technology, “Students who are enrolled and intend to apply for the suspension are required to pay insurance continuously.” When students apply for the suspension and refund of the tuition and miscellaneous fees at any stage mentioned in the preceding paragraphs, the group insurance paid will not be refunded in any case.** | |

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