

# Application for Day School Suspension (Drop-out), Leave, and Refund, National Taipei University of Technology No. :

Name	Student ID No.	Department/Graduate Institute	Program <input type="checkbox"/> Doctoral <input type="checkbox"/> Grade of Master <input type="checkbox"/> Undergraduate <input type="checkbox"/> Five-year Junior College	Year
Address	<input type="checkbox"/> I have confirmed Taipei Tech Portal that the Permanent Address is correct.		Email	Cellphone
Application	<input type="checkbox"/> Suspension	<b>Suspension Record</b> <input type="checkbox"/> Never <input type="checkbox"/> Have been suspended for Spring / Fall Semester of Academic Year _____.	<b>Period of Suspension</b> Would suspend study since Spring / Fall Semester of Academic Year ____ for <input type="checkbox"/> 1 Semester <input type="checkbox"/> 1 Year	
	<input type="checkbox"/> Drop-out	<b>Date of Resumption of Study</b> Expect returning to school on Spring / Fall Semester of Academic Year _____.	<b>Reason for Suspension</b> <input type="checkbox"/> Health Issues <input type="checkbox"/> Economic Factor <input type="checkbox"/> Underachievement <input type="checkbox"/> Pregnancy <input type="checkbox"/> Not Compliant with Interest <input type="checkbox"/> Work <input type="checkbox"/> Childcare <input type="checkbox"/> Military Service <input type="checkbox"/> Going Abroad <input type="checkbox"/> Thesis <input type="checkbox"/> Maladaptation <input type="checkbox"/> Course Selection Issues <input type="checkbox"/> Injury/Disease of Family Member <input type="checkbox"/> Examination & Training <input type="checkbox"/> Other: _____	
		<b>Date of Termination of Studies</b> Would drop-out study since Spring / Fall Semester of Academic Year _____.	<b>Reason for Drop-out</b> <input type="checkbox"/> Underachievement <input type="checkbox"/> Pregnancy <input type="checkbox"/> Childcare <input type="checkbox"/> Health Issues <input type="checkbox"/> Work <input type="checkbox"/> Failing Grade for Moral Conduct Requirements <input type="checkbox"/> Career Planning <input type="checkbox"/> Not Compliant with Interest <input type="checkbox"/> Economic Factor <input type="checkbox"/> Others: _____	
	Students Signature (Leave the followings blank)	<input type="checkbox"/> <b>Applicable to overseas students (not-applicable for general local students): I have clearly understood that if I take suspension/drop-out of study, I will lose my student status in the school. Once the suspension/drop-out of study is approved, the residence permit (ARC) will become invalid; if I want to resume the study, I must apply for it again. And the Visa of entry the Republic of China (Taiwan) is critical required.</b>		For students under the age of 18 applying for suspension (drop-out), the parent or the guardian shall present the consent and the signature.
			Date : (YYYY/MM/DD)	Date : (YYYY/MM/DD)

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

1. Mentor/Advisor	2. Instructor (Only for Undergraduate & Five-year Junior College)	3. Dean (Director) and Department/Graduate Institute Office	4. Health Division	9. Office of Academic Affairs
<input type="checkbox"/> Have filled in the Interview Form and the Counseling Checklist.	<input type="checkbox"/> Have filled in the Interview Form and the Counseling Checklist.	<input type="checkbox"/> Have reviewed the Interview Form and the Counseling Checklist and <b>have archived them.</b>	<b>Student Group Insurance</b> <input type="checkbox"/> Agree <input type="checkbox"/> Disagree	<input type="checkbox"/> Student ID Card has been extended. <input type="checkbox"/> Student ID Card has been reported as lost.
5. Library	6. Disability Support Service (Not applicable for the non-disabled students)	8. Office of International Affairs (Not applicable for the non-overseas students)		
	7. Life Guidance Division (Not applicable for students not applying for a loan this semester) Students with Loan	<b>International Student Section</b> <input type="checkbox"/> Have noted the student's relevant scholarships or stipend have been stop issued.	<b>Overseas Students Advising Section</b> <input type="checkbox"/> NHI has been marked transferring out of the school. <input type="checkbox"/> Have noted the student's relevant scholarships or stipend have been stop issued.	

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

## 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 refund of **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 refund of **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.**

Revised on 2024.05.07