

National Taiwan University of Science and Technology

Application for Leave of Absence/ Withdrawal (for International Students)

Full Name		Student ID No.		Department	
Program	<input type="checkbox"/> Bachelor <input type="checkbox"/> Master <input type="checkbox"/> Ph.D.	Identity	<input type="checkbox"/> Degree Student <input type="checkbox"/> Double Degree Student <input type="checkbox"/> Overseas Chinese	Status	<input type="checkbox"/> Currently enrolled <input type="checkbox"/> Under the status of leave of absence.
Scholarship	<input type="checkbox"/> None <input type="checkbox"/> Type of scholarship _____ _____	Tel.		Have you ever applied?	<input type="checkbox"/> Yes. For_() year(s) <input type="checkbox"/> No
		E-mail			
Postal Address	□□□				
Leave of Absence	Period	From () semester of academic year (), in total () semester(s), Expectation of Return : () semester of academic year () 1. In units of semester. 2. Leave of absence is allowed up to a maximum of four semesters in total.			
	Reason	<input type="checkbox"/> Health condition <input type="checkbox"/> Financial difficulties <input type="checkbox"/> Learning Difficulties <input type="checkbox"/> A Lack of interest <input type="checkbox"/> Work <input type="checkbox"/> Other reasons: _____			
	Relevant Certificate	Applicants with reasons listed below need to provide relevant certificate : <input type="checkbox"/> Pregnancy or childbirth <input type="checkbox"/> Nursing kids under 3 years old			
Withdrawal	Request semester	From () semester of academic year (). Please return your student ID card			
	Reason				
* Signature of applicant (agent) :				Application Date: _____/_____/_____	
* Applicants under 20 years old need to submit Declaration of parental consent.				Parent's signature:	

★Please complete the form above first and submit it to Office of Academic Affairs (Undergraduate-Section of the Registrar, Graduate-Section of Graduate Studies) for confirmation. The day when the form is received will be the date of application and the base date for calculation of tuition refund.

★After confirmed by the Office of Academic Affairs, the form should be completed step by step by the applicant or by an agent within 5 days; otherwise, the process should be run again.

(1) Office of Academic Affairs	(2) Advisor	(3) Department Chairman	(4) Library
<input type="checkbox"/> The applicant is eligible to apply. Date of Reference for Refund <input type="checkbox"/> Before the registration deadline <input type="checkbox"/> Before the first day of the classes <input type="checkbox"/> Before 1/3 of the semester <input type="checkbox"/> Before 2/3 of the semester Date: Undertaker :			
(5) Student Affairs Office student assistance division	(6) International Affairs Office	(7) Office of Academic Affairs	(8) Section of Cashier (Only for applicants who have paid the tuition and need to get the refund)
		Serial No. : Undertaker : Section Chief:	The form should be submitted to the unit (Section of Cashier) by the applicants. Without the step, all applicants should bear all the consequences of application for refund.

Note:		
notice	1	Students who complete their leaving procedure before registration deadline can be waived from paying tuition fees. New students have to complete their registration process before applying for leave of absence. Please refer to the following link for Regulations of tuition refund from College-level and Above Tuition Fee Policy. (http://www.academic.ntust.edu.tw/ezfiles/1/1001/img/135/rule11.pdf)
	2	Applicants who return from leave of absence have to complete their registration process; otherwise, they will be expelled from school. Those who wish to continue their leave of absence should apply again to Office of Academic Affairs.
	3	Students who possess an A.R.C with study purpose will have to leave Taiwan within 10 days after applying for leave of absence.
	4	Students who wish to purchase student group insurance during their leave of absence should contact Office of Student Affairs.
	5	International students' scholarship (exclusive of Taiwan scholarship) will be reserved during the period of their leave of absence. Before they return to school, they shall contact staff of Office of International Affairs to confirm their scholarship status.