

National Chung Hsing University

Application for Students Applying Temporary Suspension , Transferring, or Drop-out (Year + Semester)

Student ID		College Department (B.S, M.S, Ph.D.)	Grade
Name	Address		
Gender	<input type="checkbox"/> M <input type="checkbox"/> F		
Date of Birth (YYYY/MM)	Contact info: (mobile no.) _____ (home) _____ E-mail : _____		
Reason for an approved temporary suspension of schooling or drop-out	(Please check either one from below) <input type="checkbox"/> Health <input type="checkbox"/> Economic Difficulty <input type="checkbox"/> Transferring <input type="checkbox"/> Retaking <input type="checkbox"/> Writing thesis <input type="checkbox"/> Maladaptation <input type="checkbox"/> Career Planning <input type="checkbox"/> Feeding children <input type="checkbox"/> Military service		
Period of approved Temporary suspension of schooling	From ____ (year) Fall semester / Spring Semester To ____ (year) Fall semester / Spring Semester		
Refund	<input type="checkbox"/> 1.Before the beginning of the school day <input type="checkbox"/> 2.Before 1/3 of the semester <input type="checkbox"/> 3.Before 2/3 of the semester		

Procedure Sheet (You have to finish the procedure above first to start the part blow.)

Signature of Applicant	Legal Guardian's Approval	Clerk of Department	Professor's Stamp of Approval	Director/ Chairman of Dept.	Center of Teacher Education	
	graduate students exempted			If you take the courses from The Center of Teacher Education, please go for the approval of the Center of Teacher Education too.	If you do not take the courses from The Center of Teacher Education, you are exempted from.	
Application Date: _____						
Library	Division of Extracurricular Activities	Division of Student Life (student safety insurance)	Office of Military Education	OIA/OME/ Career Development Center	Counseling Center	Division of Student Housing Service
(1 floor, NCHU Library)	(1 floor, Yun-Ping Building) graduate students exempted	(2 floor, Hui-Sun Auditorium)	(2 floor, Hui-Sun Auditorium) females exempted	(OIA: 3 floor, Administration Hall) (OME: 2 floor, Hui-Sun Auditorium : CDC: 3floor, Hui-Sun Auditorium) Local Taiwanese students exempted	(4 floor, Hui-Sun Auditorium)	non-resident students exempted
Division of Cashier	Division of Curriculum	Clerk of Division of Registration	Director of Division of Registration	Dean of Academic Affairs	President (Dean of Academic Affairs in charge)	
(2 floor, Administration Hall)	(1 floor, Administration Hall)	(1 floor, Administration Hall)	(1 floor, Administration Hall)	(3 floor, Administration Hall)	(3 floor, Administration Hall)	
Notes	1. When one applies for temporary suspension or drop-out from NCHU, he/she must return his/her Student ID card and all the borrowed items from NCHU as well. 2. According to <i>The Guidelines on the Payment of Miscellaneous Fees, Credit Fees, and Other Fees</i> , those applying for temporary suspension or drop-out before the registration date need to pay for student safety insurance fees only, miscellaneous fees and credit fees are exempted. If you apply it after the registration date, you have to make the full amount payment, including miscellaneous fees and credit Fees. 3. Those applying for temporary suspension, drop-out, or transferring should ask the administrative divisions/units to stamp on the right spaces on the application form. 4. Please turn in the complete form with all the requested stamps to the Coordinator in charge of student status in the Division of Registration to receive the certificate from NCHU. If you fail to finish the process, no document from NCHU would be provided to you.					