

# National Chung Hsing University

## (Year + Semester) Application for Students Applying Drop-out

Student ID		College	Department (B.S, M.S, Ph.D.)	Grade
Name	Gender	Date of Birth	(YYYY/MM )	Email :
Address				
Contact info	(mobile no.)	(home)		
Reason for applying drop-out of schooling	( Please check either one from below ) <input type="checkbox"/> Health <input type="checkbox"/> Economic Difficulty <input type="checkbox"/> Work <input type="checkbox"/> Pregnancy <input type="checkbox"/> Feeding children <input type="checkbox"/> Family <input type="checkbox"/> School/department does not meet expectations(Ex: transfer 、Personal Interest 、School environment 、Academic Performance 、Maladaptive)			
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.	Library	
Application Date:	graduate students exempted  家長		導師/指導教授	系所主管	(1 floor, NCHU Library)	
Extracurricular Activities Division	Student Life Division	Student Safety Division (military service)	OIA(for Foreign students)/SSD(for Overseas Chinese students)	Health and Counseling Center	Student Housing Service Division	
(1 floor, Yun-Ping Building) graduate students exempted  課外活動組	(2 floor, Hui-Sun Auditorium)  生輔組	(2 floor, Hui-Sun Auditorium) females exempted  學安室	(OIA: 3 floor, Administration Hall/SSD: 2 floor, Hui-Sun)  國際處/學安室	(4 floor, Hui-Sun Auditorium)  健諮中心	non-resident students exempted  住輔組	
Center of Teacher Education	Cashier Division	Curriculum Division	Clerk of Registration Division	Director of Registration Division	Dean of Academic Affairs	President (Dean of Academic Affairs in charge)
If you do not take the courses from The Center of Teacher Education, you are exempted from  師培中心	(2 floor, Administration Hall)  出納組	(1 floor, Administration Hall)  課務組	(1 floor, Administration Hall)  註冊組承辦人	(1 floor, Administration Hall)  註冊組組長	(3 floor, Administration Hall)  教務長	(3 floor, Administration Hall)  校長
<b>備註</b>	1. When one applies for drop-out from NCHU, he/she must return his/her Student ID card 2. Those applying for drop-out before the registration date don't need to pay amount payment. If you apply it after the registration date, you have to make the full amount payment, including miscellaneous fees and credit Fees. 3. Please turn in the complete form with all the requested stamps to the Registration Division to receive the certificate from NCHU. If you fail to finish the process, no document from NCHU would be provided to you.					