

National Chung Hsing University

(Year + Semester) Application for Students Applying Temporary Suspension

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)		
Period of approved Temporary suspension of schooling		From _____ (year) Fall semester / Spring Semester	To _____ (year) Fall semester / Spring Semester	
Reason for an approved temporary suspension of schooling	(Please check either one from below)			
	<input type="checkbox"/> Health <input type="checkbox"/> Economic Difficulty <input type="checkbox"/> Family <input type="checkbox"/> Work <input type="checkbox"/> Writing thesis <input type="checkbox"/> Academic Performance <input type="checkbox"/> School/department does not meet expectations <input type="checkbox"/> School environment ===== <input type="checkbox"/> Pregnancy <input type="checkbox"/> Feeding children			
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	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) 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
備註	1. When one applies for temporary suspension from NCHU, he/she must return his/her Student ID card 2. Those applying for temporary suspension before the registration date need to pay for student safety insurance fees only. 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.				