

# Chaoyang University of Technology International Student's Application for

Suspension of Schooling 休學     Withdrawal from School 退學

Date: \_\_\_\_\_ (month/day/year)

Student Name 學生姓名		Student Number 學號		Program 學制	<input type="checkbox"/> Four-year / Two-year program 四技/二技 <input type="checkbox"/> Full-time Master's Program 碩士班 <input type="checkbox"/> Doctoral Program 博士班
Department /Year/Class 系年班	Department/Institute 系			Year 年	Class 班
Reasons of Application 申請原因	<input type="checkbox"/> Interests unsuited 興趣不合 <input type="checkbox"/> Coursework 課業因素 <input type="checkbox"/> Maladaptation 適應不良 <input type="checkbox"/> Career planning 生涯規劃 <input type="checkbox"/> Exam training 考試訓練 <input type="checkbox"/> Financial 經濟因素 <input type="checkbox"/> Work 工作因素 <input type="checkbox"/> Family 家庭因素 <input type="checkbox"/> Nursing 哺育幼兒 <input type="checkbox"/> Thesis 因論文 <input type="checkbox"/> Health 身體不適 <input type="checkbox"/> Transfer to our school 轉至本校 <input type="checkbox"/> Transfer to another school 轉他校 <input type="checkbox"/> Pregnancy or childbirth (meet at the Student Development And Special Education Resource Center) 懷孕或生產(請至學生發展暨特殊教育資源中心面談) <input type="checkbox"/> Others 其他 _____				
Suspension Period 休學年限	<input type="checkbox"/> One Semester 一學期 <input type="checkbox"/> One Academic Year 一學年 from Academic Year _____ Semester _____ to Academic Year _____ Semester _____				
Address 通訊地址					
Signature of Student 學生簽章	Mobile 電話 :	Signature of Parent 家長簽章	International students should proceed to the Office of International Affairs. 境外學生請至國際事務處。 Mobile 電話 :		
Procedure 1 程序一	1 <sup>st</sup> interview by the Tutor 導師第一次訪談 開學日之後而未逾學期 1/3 前退還學雜費及其餘各費總和之 2/3。 開學日之後逾學期 1/3, 而未逾學期 2/3 前退還學雜費及其餘各費總和之 1/3。 開學日之後逾學期 2/3 以後所繳各費, 不予退還。 <input type="checkbox"/> Information on available financial support was shared. 已告知學生若有經濟問題學校能給予協助 <input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否 Student Guidance Section meeting required for Local students. 建議與生活輔導組面談(家庭及經濟困難) <input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否 Student Development And Special Education Resource Center meeting required 建議與學生發展暨特殊教育資源中心面談		2 <sup>nd</sup> interview by the Tutor 導師第二次訪談		
	Signature 簽章 :		Signature 簽章 :		
	Student Guidance Section, 1F Administration Building 學務處生活輔導組 (行政大樓一樓)		Leave it blank if the Tutor marks "No" after the interview 【導師訪談若勾「否」，此欄得免】		
	Student Development And Special Education Resource Center 學生發展暨特殊教育 資源中心 (T1-106)		Leave it blank if the Tutor marks "No" after the interview 【導師訪談若勾「否」，此欄得免】		
	Department Office 系辦公室 簽章		Signature and Comment of Department Chair 系主任簽章(簽註意見)		

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Student Name 學生姓名	Student Number 學號	Department /Year/Class 系年班	Department/Institute 系 Year 年	Class 班
Procedure 程序	Transacting Unit 主辦單位	Transacting Matters 辦理事項	Transacting conditions and Signature 辦理情形和簽章	
Procedure 2 程序二	Student Guidance Section 1F Administration Building 生活輔導組（行政大樓一樓）	Parking violation record、Parking permit refund <input type="checkbox"/> Yes <input type="checkbox"/> No 違規停車紀錄、停車證退費		
	Extracurricular Activity Section 1F Dormitory Building 課外活動組(第一宿舍一樓)	The student is a club leader. <input type="checkbox"/> Yes <input type="checkbox"/> No 是否為社團負責人 Hand-over of the club properties completed. <input type="checkbox"/> Yes <input type="checkbox"/> No 社團財產是否移交		
	Housing Services Section 1F Dormitory Building 住宿服務組(第一宿舍一樓)	The student is a boarder <input type="checkbox"/> Yes <input type="checkbox"/> No 是否為住宿生 Check-out procedure completed <input type="checkbox"/> Yes <input type="checkbox"/> No 是否已辦理離宿驗收及保證金退費		
Procedure 3 程序三	Campus Safety Center & Office of Military Instruction 1F Administration Building 校安暨軍訓室（行政大樓一樓）	The student participates in the student group insurance during the suspension duration. <input type="checkbox"/> Yes <input type="checkbox"/> No 休學期間是否參加學生團體保險		
Procedure 4 程序四	Section of Student Services Office of International Affairs 3F Administration Building 國際事務處學生服務組(行政大樓三樓)	National Health Insurance <input type="checkbox"/> Yes <input type="checkbox"/> No 全民健保 Scholarship and Tuition Waiver <input type="checkbox"/> Yes <input type="checkbox"/> No 獎助學金減免		
Procedure 5 程序五	Office of Finance 4F Administration Building 財務處(行政大樓四樓)	Issue payment receipt or proceed refund procedure (Please attach the payment receipt if the payment has been paid.)開立繳費單或辦理退費手續		
Procedure 6 程序六	Bursary Section 1F Administration Building 出納組(行政大樓一樓)	Payment of tuition or student group insurance fee. 繳交學雜費或學生團體保險費		
Procedure 7 程序七	Admissions Section 2F Administration Building 教務處註冊組(行政大樓二樓)	Book(s) return to the library or no fine is imposed. <input type="checkbox"/> Yes <input type="checkbox"/> No 圖書館借書已歸還或無罰款		
		Confirmation of Address. <input type="checkbox"/> Unchanged <input type="checkbox"/> Modified 核對通訊地址		
		Student ID EasyCard extension or cancellation <input type="checkbox"/> Yes <input type="checkbox"/> No 學生證悠遊卡展期或取消		
		Return of this Application Form (This Application Form must be returned or else will be regarded as incompletion of suspension/withdrawal procedure.)		
Admissions Section, Office of Academic Affairs 教務處註冊組			Signature of Dean of Academic Affairs 教務長簽章	
Signature of Office 承辦人簽章		Signature of Director 主任簽章		

## Remarks:

Students are required to complete the school-leaving procedures and this application form must be returned for the completion of suspension/withdrawal procedures. The Chaoyang University of Technology will issue a suspension certificate or an enrollment certificate (an enrollment certificate will be issued by the school for those who study for more than one semester and have score records).

Receive in person  Suspension Certificate  Withdrawal from School Certificate

Signature:  By Mail