

國立交通大學學生休學申請表  
NCTU Application for Suspension from school

Student No.: \_\_\_\_\_ Name: \_\_\_\_\_

Dept./Inst.: \_\_\_\_\_ Year: \_\_\_\_\_ Class: \_\_\_\_\_

Bachelor Program  Master's Program  Doctoral Program

Application Date: (MM) / (DD) / (YYYY)

Suspension Reason:  Serious Disease  Can't afford tuition fees  Others: \_\_\_\_\_

Suspension Record:  No prior suspension  Accumulative semester of suspension prior: \_\_\_\_\_

Duration of Suspension: From \_\_\_\_\_ academic year \_\_\_\_\_ semester to \_\_\_\_\_ academic year \_\_\_\_\_ semester

Return: \_\_\_\_\_ academic year \_\_\_\_\_ semester ※Re-entry will be processed actively without any notice.

**Applicant's signature:**

Parents' signature(only for Bachelor Program):

Tel/cell phone: \_\_\_\_\_ e-Mail: \_\_\_\_\_

Address : \_\_\_\_\_

**Application Procedure:** Please complete the procedures, and then submit the form to the Registrar Office.

指導教授 Advisor:	1.系所助理 Dept./Inst. Assistant:	2.系主任/所長 Dept./ Inst. Chair:	
3.Registrar Division (Science Bldg.1,1F)			
註冊組承辦人 Registrar Staff:	<input type="checkbox"/> Before classes begin in the current semester 未開始上課 <input type="checkbox"/> Within 1/3 of the current semester 上課未逾學期1/3 <input type="checkbox"/> Within 2/3 of the current semester 上課未逾學期2/3 <input type="checkbox"/> Over 2/3 of the current semester 上課已逾學期2/3	註冊組組長 Registrar:	
Accumulative semester of suspension prior:			
Life Guidance Division (Information Technology Service Center 2F)生活輔導組	Housing Service Division (Information Technology Service Center 3F)住宿服務組	Cashier Division 出納組 (Chung Cheng Auditorium 2F)	※If a refund is demanded, please submit a copy of Certificate of Suspension and your tuition receipt to the Cashier Division after all procedures of this application have been approved.
Library 圖書館 (Circulation Desk)	Office of International Affairs 國際處 (Library and Information Center 8F)	International and Cross-strait Services Division 國服組 (Administration Bldg. 1F)	Counseling Center 商中心 (Student Activity Center 3F)
			<b>only for undergraduate</b>
Office of P.E. 體育室 (Gymnasium 1F)	Curriculum Division 課務組 (Science Bldg.1,1F)	Submit the completed form to the Registrar's staff for registration 註冊組承辦人登錄	

**To the applicant:**

1. According to NCTU Registration, students may apply for temporarily suspension with each semester as one unit. Undergraduate students must obtain the approval of their parents or guardians. The accumulated limit for temporary suspension is two academic years. Graduate students finished with their required credits must finish application before the end of the semester. Other students who apply for temporary suspension in the middle of the semester must complete the application before final examination begins.
2. Those who complete the procedures for suspension before the Enrollment Day do not have to pay tuitions. Those who complete the procedures for suspension after the Enrollment Day (including) must pay tuitions.
3. Re-entry should be processed actively without any notice from Registrar. Registration process is considered complete when all required fees have been paid. If the student have not paid over the deadline, shall be considered un-registered, and shall be ordered to withdraw.