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.

指导教授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: ________________________
Accumulative semester of suspension prior:
□ Before classes begin in the current semester
□ Within 1/3 of the current semester
□ Within 2/3 of the current semester
□ Over 2/3 of the current semester

Life Guidance Division (Information Technology Service Center2F) 生活輔導組
Housing Service Division (Information Technology Service Center3F) 住宿服務組
Cashier Division (Chung Cheng Auditorium2F)

Library 圖書館
(Circulation Desk) 国際處/Library and Information Center 8F)
Office of International Affairs
International and Cross-strait Services Division
Counseling Center 商中心
(Student Activity Center3F)

Office of P.E. 體育室
(Gymnasium1F) 課務組
Curriculum Division (Science Bldg.1,1F)
Submit the completed form to the Registrar’s staff for registration

※ 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.

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.