

**National Taipei University of Education**  
**Application for withdrawal of studies (including procedures for leaving)**  
**(for foreign students only; overseas students should fill out the Chinese version of this form)**

Student Name		Student ID No.		Department /Graduate School/program	
Class/Year	<input type="checkbox"/> Undergraduate	Year	Gender	<input type="checkbox"/> M <input type="checkbox"/> F	Email
	<input type="checkbox"/> Master				Phone No.
<input type="checkbox"/> PhD					
Notes	<p>1. The student ID card is required for the change of student status. Those who have lost their ID card or do not present their card should fill out "Declaration of the loss of student ID" to report the loss. <u>Failure to fill out the form will result in the card being deemed invalid.</u></p> <p>2. Students who have completed the application process on or before the registration day are not required to pay the tuition and miscellaneous fees; those applying after the registration day are required to complete payment of the outstanding proportion of fees before the application can be processed. (For regulations regarding refunds, please refer to the "Application for the refund of tuition, miscellaneous fees, and other remaining fees."</p> <p>3. For students applying for withdrawal due to medical reasons, a medical certificate must be presented and verified by the Division of Health Care of the Office of Student Affairs.</p> <p>4. The refund application as a result of withdrawal must be submitted during the semester. Late applications will not be accepted; <b>the starting date of the calculation of the refund amount and dormitory withdrawal will be</b> <u>the date on which the clerk from the department receives the application.</u></p> <p>5. Dorm students should contact the Division of Daily-Life Guidance of the Office of Student Affairs to carry out the dormitory withdrawal procedure while applying for withdrawal.</p> <p>6. According to the third Paragraph of Article 31 and the seventh Subparagraph of the second Paragraph of Article 36 of the Immigration Act, the student has to leave the country within <u>ten days</u> since the reason for residence has disappeared, so as to protect his own legal rights and interests.</p>				
Reasons for withdrawal	<p><b>The deadline for withdrawal application is the end of the 16<sup>th</sup> week of the school calendar. Late applications will not be accepted.</b> (Please refer to Article 32 of the University Regulations)</p> <p><input type="checkbox"/> Lacking interest    <input type="checkbox"/> Health reasons    <input type="checkbox"/> Family reasons    <input type="checkbox"/> Transferring    <input type="checkbox"/> Financial reasons</p> <p><input type="checkbox"/> Others (please specify) _____</p>				
Withdrawal period	Withdrawing from the ____ semester of year ____ .    Applicant's signature : _____ Year Month Day				
Signature of consent	<p><b>(Not applicable for graduate students)</b>          Signature of parent or guardian: _____          Year Month Day</p>			<p>* Those applying for refunds should download the application form on Division of Registration's website. Relevant documents (proof of payment, copy of the student's account book) should be enclosed with this application form.</p>	
(1) Clerk of the department (graduate school/program)	(2) Advisor	(3) Head of department/graduate school/program		(4) Office of Academic Affairs (withdrawal approval)	
				Clerk of the Division of Registration	
	Year Month Day	Year Month Day		With Student ID card: <input type="checkbox"/> Change of status <input type="checkbox"/> Stamp of cancellation Without Student ID card : <input type="checkbox"/> Declaration of loss <input type="checkbox"/> Card deemed invalid <input type="checkbox"/> Never received card Require Refund application : <input type="checkbox"/> YES <input type="checkbox"/> NO Require Bill correction : <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Student status registration (withdrawal)	
Year Month Day Please make sure to <u>date</u> and <u>stamp</u> the form.	Teachers can notify the Division of Psychological Counseling for further counseling if necessary.				
(5) Health Division of the Office of Student Affairs (For health reasons only)	(6) Dormitory Supervisor (For dorm students only)		Division Director of Registration	Dean of Office of Academic Affairs	
(7) Division of Military Training Military instructor of the department/graduate school	(8) Office of Research and Development: Division of International Affairs		(9) Library		
<b>Certificate of Study (those who have not completed at least one semester of studies cannot apply)</b> <input type="checkbox"/> Not required: Student status can be checked on the Academic affairs information System <input type="checkbox"/> Required _____ copies (NT\$20 per copy/payable on the second floor)					<b>(10) The form has to be returned to the Division of Registration of the Office of Academic Affairs after being stamped by all divisions.</b>
Recipient's signature : _____ Year Month Day Pei Chiao Ta ( ) Chiao Hsiu Yeh Cheng Tzu Ti:					