

**National Taipei University of Education**  
**Application for suspension 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	Email		
	<input type="checkbox"/> Master			<input type="checkbox"/> F	Phone No.		
<input type="checkbox"/> PhD	<p>1. The deadline for the suspension application is the 16<sup>th</sup> week of the school calendar of each semester. Late applications will not be processed.</p> <p>2. <b>Students who have completed the application process on or before the registration day are not required to pay the tuition and miscellaneous fees.</b> Applications submitted after the registration day will not be processed until payments are made.</p> <p>3. For regulations regarding refunds, please refer to the "Application for the refund of tuition, miscellaneous fees, and other remaining fees"; <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>4. <b>The student's status will be automatically changed to "reinstated" as soon as the suspension period expires.</b> The student should complete the registration process, including payment remittance and course selection, on or before the registration day of the semester in which he is reinstated. Those failing to complete the registration and payment process shall be handled in accordance with the provisions of Article 15 or 36 of the University Regulations.; those wishing to extend the suspension period should file an application at the Academic Affairs Office.</p> <p>5. Any inquiries regarding student group insurance, and accommodation should be directed to the Division of Daily-Life Guidance of the Student Affairs Office.</p> <p>6. According to the fourth 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 ten days since the reason for residence has disappeared, so as to protect his own legal rights and interests.</p>						
						<p><b>Suspension is on the basis of semester, with the maximum accumulated suspension of 4 semesters.</b></p> <p><input type="checkbox"/> Transferring   <input type="checkbox"/> Lacking interest   <input type="checkbox"/> Unable to adapt   <input type="checkbox"/> Thesis incomplete   <input type="checkbox"/> Financial reasons   <input type="checkbox"/> Family reasons</p> <p><input type="checkbox"/> Health reasons (please attach a medical certificate)   <input type="checkbox"/> Others (please specify) _____</p> <p><b>The following reasons are not subject to limitations on the length of the suspension period. Relevant certificates should be attached.</b></p> <p><input type="checkbox"/> Pregnancy   <input type="checkbox"/> Childbirth   <input type="checkbox"/> Childcare of kids aged 3 or under</p>	
Suspension period	Starting Semester: <input type="checkbox"/> Fall (1st) <input type="checkbox"/> Spring (2nd)   Academic Year: _____		Duration: _____ semester(s)				
Reinstatement Semester: <input type="checkbox"/> Fall (1st) <input type="checkbox"/> Spring (2nd)   Academic Year: _____							
<b>(Not applicable for graduate students)</b>		Signature of parent or guardian		Applicant's signature			
Year   Month   Day		Year   Month   Day		Year   Month   Day			
* Those applying for refunds should download the application form "Application for Refund of Tuition and Miscellaneous Fees due to Suspension" on the Division of Registration 's website. Relevant documents (proof of payment, copy of the student's account book) should be enclosed with this application form.							
(1) Clerk of the department (graduate school/program)		(2) Advisor		(3) Head of department/graduate school/program		(4) Office of Academic Affairs (suspension approval)	
						Clerk of the Division of Registration	Division Director of Registration
Year   Month   Day Please make sure to date and stamp the form.		Year   Month   Day		Year   Month   Day		Accumulated suspension _____ semester(s)	Dean of Office of Academic Affairs
						<input type="checkbox"/> Require Refund application <input type="checkbox"/> YES <input type="checkbox"/> NO	
<input type="checkbox"/> Require Bill correction <input type="checkbox"/> YES <input type="checkbox"/> NO							
(5) Health Division of the Office of Student Affairs (For health reasons only)		(6) Dormitory Supervisor (For dorm students only)		(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 Suspension</b>	
						<input type="checkbox"/> Not required: student status can be checked on the Academic and Student Affairs Teacher Training system <input type="checkbox"/> Required: _____ copies (NT\$20 per copy/payable on the second floor) Recipient's signature _____ Year   Month   Day Pei Chiao Ta (   ) Chiao Hsiu Hsueh Cheng Tzu Ti: _____	
(10) The form has to be returned to the <u>Division of Registration of Office of Academic Affairs</u> after being stamped by all divisions.							