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)**

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| Student Name |  | Student ID No. |  | Department /Graduate School/program |  |
| Class/Year | □ Undergraduate□ Master Year□ PhD | Gender | □M □F | Email |  |
| Phone No. |  |
| Notes | 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. Failure to fill out the form will result in the card being deemed invalid.
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. “
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.
4. The refund application as a result of withdrawal must be submitted during the semester. Late applications will not be accepted; **the starting date of the calculation of the refund amount and dormitory withdrawal will be** the date on whichthe clerk from the department receives the application.
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.
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 ten days since the reason for residence has disappeared, so as to protect his own legal rights and interests.
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| Reasons for withdrawal | **The deadline for withdrawal application is the end of the 16th week of the school calendar. Late applications will not be accepted.** (Please refer to Article 32 of the University Regulations) □Lacking interest　□Health reasons　□Family reasons □Transferring □Financial reasons □Others (please specify)  |
| Withdrawal period | Withdrawing from the\_\_\_\_\_ semester of year\_\_\_\_\_. Applicant’s signature： Year Month Day |
| Signature of consent | **(Not applicable for graduate students)**Signature of parent or guardian: Year Month Day | **\*** Those applying for refunds should download the application form on Division of Registration & Curriculum’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 (withdrawal approval) |
| Clerk of the Division of Registration & Curriculum |
| Year Month DayPlease make sure to date and stamp the form. | Year Month Day | Year Month Day | With Student ID card:□Change of status □Stamp of cancellationWithout Student ID card：□Declaration of loss □Card deemed invalid□Never received cardRequire Refund application：□YES □NORequire Bill correction：□YES □NO□Student status registration (withdrawal) |
| 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 & Curriculum | Dean of Office of Academic Affairs  |
|  |  |  |  |
| (7) Division of Military TrainingMilitary instructor of the department/graduate school | (8) Office of Research and Development: Division of International Affairs | (9) Library |
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| **Certificate of Study (those who have not completed at least one semester of studies cannot apply)** | (10) **The form has to be returned to the Division of Registration & Curriculum of the Office of Academic Affairs after being stamped by all divisions.** |
| □Not required: Student status can be checked on the Academic affairs information System□Required copies (NT$20 per copy/payable on the second floor)Recipient’s signature : Year Month DayPei Chiao Ta ( ) Chiao Hsiu Yeh Cheng Tzu Ti: |

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