

National Chung Hsing University

(Year + Semester) Application for Students Applying Temporary Suspension

Student ID		College			Department (B.S, M.S, Ph.D.)	Grade
Name		Gender		Date of Birth (YYYY/MM)	Email :	
Address						
Contact info		(mobile no.)			(home)	
Period of approved Temporary suspension of schooling				From _____ (year) Fall semester / Spring Semester To _____ (year) Fall semester / Spring Semester		
Reason for an approved temporary suspension of schooling	(Please check either one from below) <input type="checkbox"/> Health <input type="checkbox"/> Economic Difficulty <input type="checkbox"/> Family <input type="checkbox"/> Work <input type="checkbox"/> Writing thesis <input type="checkbox"/> Academic Performance <input type="checkbox"/> School/department does not meet expectations <input type="checkbox"/> School environment ===== <input type="checkbox"/> Pregnancy <input type="checkbox"/> Feeding children					
Refund	<input type="checkbox"/> 1. Before the beginning of the school day <input type="checkbox"/> 2. Before 1/3 of the semester <input type="checkbox"/> 3. Before 2/3 of the semester					

Procedure Sheet (You have to finish the procedure above first to start the part blow.)

Signature of Applicant	Legal Guardian's Approval	Clerk of Department	Professor's Stamp of Approval	Director/Chairman of Dept.	Library
Application Date:	Adults are not required to sign		導師/指導教授	系所主管	(1 floor, NCHU Library)
Extracurricular Activities Division	Student Life Division	Student Safety Division (military service)	OIA(for Foreign students)/SSD(for Overseas Chinese students)	Health and Counseling Center	Student Housing Service Division
(1 floor, Yun-Ping Building) graduate students exempted	(2 floor, Hui-Sun Auditorium)	(2 floor, Hui-Sun Auditorium) females exempted	(OIA: 3 floor, Administration Hall/SSD: 2 floor, Hui-Sun)	(4 floor, Hui-Sun Auditorium)	non-resident students exempted
課外活動組	生輔組	學安室	國際處/學安室	健諮中心	住輔組
Center of Teacher Education	Cashier Division	Clerk of Registration Division	Director of Registration Division	Dean of Academic Affairs	President (Dean of Academic Affairs in charge)
If you do not take the courses from The Center of Teacher Education, you are exempted from	(2 floor, Administration Hall)	(1 floor, Administration Hall)	(1 floor, Administration Hall)	(3 floor, Administration Hall)	(3 floor, Administration Hall)
師培中心	出納組	註冊組承辦人	註冊組組長	教務長	校 長
備註	1. When one applies for temporary suspension from NCHU, he/she must return his/her Student ID card 2. Those applying for temporary suspension before the registration date need to pay for student safety insurance fees only. If you apply it after the registration date, you have to make the full amount payment, including miscellaneous fees and credit Fees. 3. Please turn in the complete form with all the requested stamps to the Registration Division to receive the certificate from NCHU. If you fail to finish the process, no document from NCHU would be provided to you.				