National Chung Hsing University

_____(Year + Semester) Application for Leave of Absence

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)	
Semester(s) of leave requested		From _____ (year) Fall semester / Spring Semester To _____(year) Fall semester / Spring Semester				
Reason for Leave of Absence		（Please check either one from below） ☐Health ☐Economic Difficulty ☐Family ☐Work ☐Writing thesis☐Academic Performance ☐School/department does not meet expectations ☐School environment ========== ☐Pregnancy ☐Feeding children				
Refund		☐1. Before the beginning of the school day ☐2. Before 1/3 of the semester ☐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:	graduate students exempted 家　長		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 課外活動組	(2 floor, Hui-Sun Auditorium) 生輔組	(2 floor, Hui-Sun Auditorium) females exempted 學安室	(OIA: 3 floor, Administration Hall/SSD: 2 floor, Hui-Sun) 國際處/學安室	(4 floor, Hui-Sun Auditorium) 健諮中心	non-resident students exempted 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 師培中心	(2 floor, Administration Hall) 出納組	(1 floor, Administration Hall) 註冊組承辦人	(1 floor, Administration Hall) 註冊組組長	(3 floor, Administration Hall) 教務長	(3 floor, Administration Hall) 校　長

備註

1. When one applies for leave of absence from NCHU, he/she must return his/her Student ID card
2. Those applying for leave of absence 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.