

National Taiwan University of Science and Technology

Application for Leave of Absence/ Withdrawal (for Undergraduate Students) 20260121

Full Name		Student ID No.		Department	
Program	<input type="checkbox"/> 2-years Bachelor's program <input type="checkbox"/> 4-years Bachelor's program <input type="checkbox"/> Post-Baccalaureate Bachelor's Program	Identity	<input type="checkbox"/> Degree Student <input type="checkbox"/> Double Degree Student <input type="checkbox"/> Overseas Chinese	Status	<input type="checkbox"/> Currently enrolled <input type="checkbox"/> Under the status of leave of absence.
Scholarship	<input type="checkbox"/> None <input type="checkbox"/> Type of scholarship _____	Tel.		Have you ever applied?	<input type="checkbox"/> Yes. For () year(s) <input type="checkbox"/> No
Postal Address	_____	E-mail			
Leave of Absence	Period	From () semester of academic year (), in total () semester(s), Expectation of Return : () semester of academic year () 1. In units of semester. 2. Leave of absence is allowed up to a maximum of four semesters in total.			
	Reason	<input type="checkbox"/> Financial difficulties <input type="checkbox"/> Academic concerns <input type="checkbox"/> Health condition <input type="checkbox"/> Family issues <input type="checkbox"/> A Lack of interest <input type="checkbox"/> Work <input type="checkbox"/> Thesis/Dissertation <input type="checkbox"/> Maladaptation <input type="checkbox"/> Other reasons: _____			
	Relevant Certificate	Applicants with reasons listed below need to provide relevant certificate : <input type="checkbox"/> Pregnancy or childbirth <input type="checkbox"/> Nursing kids under 3 years old			
Withdrawal	Request semester	From () semester of academic year (). Please return your student ID card			
	Reason	<input type="checkbox"/> Financial difficulties <input type="checkbox"/> Academic concerns <input type="checkbox"/> Health condition <input type="checkbox"/> A Lack of interest <input type="checkbox"/> Work <input type="checkbox"/> Career Planning <input type="checkbox"/> Pregnancy <input type="checkbox"/> Failure to register <input type="checkbox"/> Failure to register for resumption of studies <input type="checkbox"/> Nursing kids <input type="checkbox"/> Other reasons: _____			
<input type="checkbox"/> I understand that no grades will be recorded during the semester(s) when I take a leave of absence.					
* Signature of applicant (agent) : _____			Application Date: / / _____		
* Applicants under 18 years old need to submit Declaration of parental consent. Parent's signature: _____					

★Please complete the form above first and submit it to Undergraduate Academic Affairs Division for confirmation. The day when the form is received will be the date of application and the base date for calculation of tuition refund.

★After confirmed by the Undergraduate Academic Affairs Division, the form should be completed step by step by the applicant or by an agent within 5 days; otherwise, the process should be run again.

(1) Undergraduate Academic Affairs Division	(2) Advisor	(3) Department Chairman	(4) Library
<input type="checkbox"/> The applicant is eligible to apply. Date of Reference for Refund <input type="checkbox"/> Before the registration deadline <input type="checkbox"/> Before the first day of the classes <input type="checkbox"/> Before 1/3 of the semester <input type="checkbox"/> Before 2/3 of the semester Date: _____ Undertaker : _____			
(5) Student Affairs Office student assistance division	(6) International Affairs Office	(7) Undergraduate Academic Affairs Division	(8) Section of Cashier (Only for applicants who have paid the tuition and need to get the refund)
		Serial No. : _____ Undertaker : _____ Section Chief: _____	The form and Tuition Payment Receipt must be submitted to the Section of Cashier by the applicants. Applicants will bear full responsibility for any consequences if they fail to complete the refund process.

Note:

notice	1	Students who complete their leaving procedure before registration deadline can be waived from paying tuition fees. New students have to complete their registration process before applying for leave of absence. Please refer to the following link for Regulations of tuition refund from College-level and Above Tuition Fee Policy. (http://www.academic.ntust.edu.tw/ezfiles/1/1001/img/135/rule11.pdf)
	2	Applicants who return from leave of absence have to complete their registration process; otherwise, they will be expelled from school. Those who wish to continue their leave of absence should apply again to Undergraduate Academic Affairs Division .
	3	Students who possess an A.R.C with study purpose will have to leave Taiwan within 10 days after applying for leave of absence. Please fill in the Declaration of Departure.
	4	Students who wish to purchase student group insurance during their leave of absence should contact Office of Student Affairs.
	5	Please confirm your scholarship (if any) status with Office of International Affairs.

國立臺灣科技大學離境切結書

National Taiwan University of Science and Technology Declaration of Departure

申請身分別為**外國學生、僑生/港澳生**者，需填列並簽署本表並連同休退學申請書一併繳交。

Applicants applying under the status of **international students, overseas Chinese students** are required to complete and sign this form submitted together with the application for leave of absence or withdrawal from school.

本人_____ (學號：_____) 已瞭解學校休、退學相關規定，除符合其他可在臺停留或居留之身分且經內政部移民署許可者外， 應於休、退學生效之翌日起**10日內**離境。

本人符合其他可在臺停留或居留之身分且經內政部移民署許可。

本人預計於_____ 年_____ 月_____ 日前離境。

本人目前已在境外。

I, _____ (Student ID No.: _____), hereby acknowledge that I have understood the regulations of the university regarding suspension or withdrawal from studies. Unless I hold another valid status permitting me to remain in Taiwan and have obtained approval from the National Immigration Agency, I am required to leave the country within **ten (10) days** from the effective date of my suspension or withdrawal.

I hold another valid status permitting me to remain in Taiwan and have obtained approval from the National Immigration Agency.

I hereby declare that I intend to depart Taiwan on or before:

_____ (Year) _____ (Month) _____ (Day)

I am currently outside Taiwan.

立切結人(Declarant) :

統一證號(ARC/ID Number) :

連絡電話(Contact Number) :

_____ 年(Year) _____ 月(Month) _____ 日(Day)

附註：本表正本應繳回教務處，影本由權責單位自行影印留存，以便後續填報系統使用。

Note: The original of this form should be returned to the Academic Affairs Office.

Copies should be made and kept by the responsible unit for the purpose of reporting in the system.