

靜宜大學 大學部 學生辦理 休學／退學 程序單
Procedures for Suspension/Withdrawal of Study for Undergraduates

Personal Data						
Dept./ Year	_____ Dept. _____ Year _____ Class				Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Student No.	Name			Effective Term	_____ Year _____ Semester	
				Duration of Suspension	<input type="checkbox"/> 1 semester / <input type="checkbox"/> 1 year	
Reasons for Suspension (S)/ Withdrawal (W)	<input type="checkbox"/> Health	<input type="checkbox"/> Economic	<input type="checkbox"/> Work	<input type="checkbox"/> Personal interest		
	<input type="checkbox"/> Pregnancy	<input type="checkbox"/> Childcare	<input type="checkbox"/> Going abroad	<input type="checkbox"/> Resit entrance exam	<input type="checkbox"/> Transfer	
	<input type="checkbox"/> Academic (S.)	<input type="checkbox"/> Health of family (S.)	<input type="checkbox"/> Poor adjustment (S)	<input type="checkbox"/> Military service (S.)	<input type="checkbox"/> Exam & training (S.)	
	<input type="checkbox"/> Career planning (W)	<input type="checkbox"/> Graduate Studies (W)	<input type="checkbox"/> Deceased (W)			
Based on the <i>Academic Regulations</i> : _____ Term <input type="checkbox"/> Course selection overdue (S) <input type="checkbox"/> Term of studies expired (W) <input type="checkbox"/> Resumption overdue (W) <input type="checkbox"/> Registration overdue (W)						

Procedures (Please proceed in order.)			
1 OIA (Rm. 704, Providence Hall) <small>For overseas Chinese, international, and mainland Chinese students only</small> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Enrollment</td> <td style="width: 50%; border: none;">Insurance</td> </tr> </table>	Enrollment	Insurance	6 Office of Military Education (3F, BK Hall) <small>Female students and overseas Chinese, international, and mainland Chinese students are exempted.</small>
Enrollment	Insurance		
2 Div. of R&C (2F, BK Hall)	7 Office of Student Assistance (3F, BK Hall) <input type="checkbox"/> 1. Waiver / financial assistance for disadvantaged <input type="checkbox"/> 2. Student loan <input type="checkbox"/> 3. Other financial aids <input type="checkbox"/> 4. Pregnancy <input type="checkbox"/> 5. Safety insurance		
3 Class Advisor			
4 Dept. Chair (Dept. Office)	8 Div. of Student Housing Service (BOSCO, Schultz) <small>For dorm residents only</small>		
5 Luking Library (1F, Info. Desk)	9 Cashier (1F, BK Hall)		

※Notices:

A. The applicant applying for suspension/withdrawal of study should submit the following materials when picking up the Procedure Form at the Div. of R&C:

1. **The written Parental/Guardian's Letter of Consent**; 2. **one NT\$28-stamped return envelope (two for extension of suspension and Freshman)**; 3. return all borrowed books, equipment, or any other borrowed items.

B. The applicant shall complete the procedures in 2 days with all the required stamps from the signatory units. If the procedures are

processed on the last day of final exam, it should be completed on the same day. Return this Procedure Form to the Div. of R&C for record; failing to do so is considered incomplete in the procedures.

C. The approval date of Cashier's Office involves the refund issues of the applicant. Please pay attention to the date of approval for your own interest. For the refund policy for students applying for suspension/withdrawal of study, please refer to the webpage of the Cashier's or contact the Cashier's office for details.

D. If you need any assistance or have any questions, please contact Counseling and Health Center (4F, BK Hall) for professional counseling and assistance.

★ I have collected Certificate of Suspension of Studies Certificate of Study Notice for Resumption of Studies and understand that I should apply for resumption or extension of studies when this suspension expires. (The accumulated suspension period is a maximum of 2 years and no further extension can be accommodated.) Failing to comply shall result in mandatory withdrawal.

(Signature)