

Chung Yuan Christian University

Application Form for Students Suspension/ Drop-out of Study

Student ID No. :

Department :

Full Name :

Nationality :

Semester : _____

☐ Suspension

☐ Drop-out

☐ Suspension for next semester ☐ Drop-out for next semester

Reason for Suspension		Reason for Drop-out				
☐ Academic performance factor ☐ Limited development of career ☐ Lack of interest ☐ Lack of expect ☐ Police & Military Academy ☐ School location ☐ Climate ☐ Facility ☐ Space ☐ Interpersonal relationship ☐ Sickness ☐ Paper ☐ Graduate Exam ☐ National Exam ☐ Career preparation ☐ License Exam ☐ Take Training ☐ Vocational Training ☐ Work ☐ Military service ☐ Going abroad ☐ Economic ☐ Handle housework ☐ Childcare ☐ Pregnancy ☐ Caring for sick family ☐ Caring for elderly(young) family	☐ Lack of expect ☐ Study Abroad ☐ Going abroad ☐ School does not match personal career plan ☐ Lack of interest ☐ Dept. does not match personal career plan ☐ Facility ☐ Limited development of career ☐ Method of teaching ☐ School location ☐ Curriculum Planning ☐ Climate ☐ Space ☐ Preparing for further studies (work training) exams ☐ Study in the same school with equivalent academic qualifications ☐ Study in another school with equivalent academic qualifications ☐ Sickness ☐ Pregnancy ☐ Childcare ☐ Economic ☐ Work					
Reason for Drop-out		Reason for Drop-out				
☐ exceeded the deadline for course enrollment ☐ Other Reasons _____	☐ Expiry of Studies ☐ Failed the Qualifying Exam ☐ Overdue Registration ☐ Overdue Re-admission					
Signature required from Representatives of the Following Offices						
0. Refund Date: Administration and Services Center (Dickson Lee Hall 1F)	1. Dept. Office	2. Advisor After the meeting, please complete the record form in the i-Touch/Counseling System. Please direct any inquiries regarding the system to the Center for Learning Enhancement (Ext. 2053)	3. Department Head	4. Health Center (Holistic Education Village 1F)		
5. Library	6. Dormitory manager (Residential students)	7. Indigenous Student Resource Center (Re Cheng Hall 1F) (Aboriginal students)	8. Office of Military Education & Student Advising Division (Dickson Lee Hall 3F)			
			Student Loans	Financial Aid	Reduction	Dept. Instructor
9. Student Advising Division/ Scholarship & Overseas Students Division/Counseling (Dickson Lee Hall 3F) (International student, Overseas Chinese student, Mainland China student)		10. Office of International and Cross-Strait Education (Dickson Lee Hall 7F) (International student)	11. Accounting Office (Dickson Lee Hall 6F)		12. Administration and Services Center (Dickson Lee Hall 1F)	

Note:

- After officially registering the refund date with the Administration and Services Center, please complete the procedure within 7 working days. If not, the refund date will be the actual completion date.
- The procedure for suspension of study shall be completed by the end of any semester in accordance with Article 49 of CYCU's School Regulations.
- He/She must inform all office representatives whose signatures have been given on this form.
- The application for suspension of study is limited to one semester only. Please complete the resumption of registration or extension of academic suspension at next semester before registration date. If it is not handled according to the regulations, student will be withdrawn according to the CYCU's School Regulations.
- The application for suspension or drop-out from school will be invalidated if the student does not go to the Administration and Services Center for registration within 14 days from the date of the application.

Parents will be notified when students who apply for suspension/withdrawal of schooling at the first time.

☐ Parents will be notified ☒ I am an adult and no need to notify parents

Not including the Master and PhD

Signature of Applicant: _____

Agent: _____