

# 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									
<input type="checkbox"/> Academic performance factor <input type="checkbox"/> Limited development of career <input type="checkbox"/> Lack of interest <input type="checkbox"/> Lack of expect <input type="checkbox"/> Police & Military Academy <input type="checkbox"/> School location <input type="checkbox"/> Climate <input type="checkbox"/> Facility <input type="checkbox"/> Space <input type="checkbox"/> Interpersonal relationship <input type="checkbox"/> Sickness <input type="checkbox"/> Paper <input type="checkbox"/> Graduate Exam <input type="checkbox"/> National Exam <input type="checkbox"/> Career preparation <input type="checkbox"/> License Exam <input type="checkbox"/> Take Training <input type="checkbox"/> Vocational Training <input type="checkbox"/> Work <input type="checkbox"/> Military service <input type="checkbox"/> Going abroad <input type="checkbox"/> Economic <input type="checkbox"/> Handle housework <input type="checkbox"/> Childcare <input type="checkbox"/> Pregnancy <input type="checkbox"/> Caring for sick family <input type="checkbox"/> Caring for elderly(young) family		<input type="checkbox"/> Lack of expect <input type="checkbox"/> Study Abroad <input type="checkbox"/> Going abroad <input type="checkbox"/> School does not match personal career plan <input type="checkbox"/> Lack of interest <input type="checkbox"/> Dept. does not match personal career plan <input type="checkbox"/> Facility <input type="checkbox"/> Limited development of career <input type="checkbox"/> Method of teaching <input type="checkbox"/> School location <input type="checkbox"/> Curriculum Planning <input type="checkbox"/> Climate <input type="checkbox"/> Space <input type="checkbox"/> Preparing for further studies (work training) exams <input type="checkbox"/> Study in the same school with equivalent academic qualifications <input type="checkbox"/> Study in another school with equivalent academic qualifications <input type="checkbox"/> Sickness <input type="checkbox"/> Pregnancy <input type="checkbox"/> Childcare <input type="checkbox"/> Economic <input type="checkbox"/> Work									
Reason for Drop-out		Reason for Drop-out									
<input type="checkbox"/> exceeded the deadline for course enrollment <input type="checkbox"/> Other Reasons _____		<input type="checkbox"/> Expiry of Studies <input type="checkbox"/> Failed the Qualifying Exam <input type="checkbox"/> Overdue Registration <input type="checkbox"/> Overdue Re-admission									
Signature required from Representatives of the Following Offices											
<b>0. Refund Date:</b> Administration and Services Center (Dickson Lee Hall 1F)	<b>1. Dept. Office</b>	<b>2. Advisor</b> <small>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)</small>	<b>3. Department Head</b>								
<b>4. Health Center</b> <small>(Holistic Education Village 1F)</small>	<b>5. Library</b>		<b>6. Dormitory manager</b> <small>(Residential students)</small>								
<b>7. Indigenous Student Resource Center</b> <small>(Re Cheng Hall 1F)</small> <small>(Aboriginal students)</small>		<b>8. Office of Military Education &amp; Student Advising Division</b> <small>(Dickson Lee Hall 3F)</small> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black;">Student Loans</td> <td style="width: 25%; border: 1px solid black;">Financial Aid</td> <td style="width: 25%; border: 1px solid black;">Reduction</td> <td style="width: 25%; border: 1px solid black;">Dept. Instructor</td> </tr> <tr> <td style="height: 30px;"></td> <td></td> <td></td> <td></td> </tr> </table>		Student Loans	Financial Aid	Reduction	Dept. Instructor				
Student Loans	Financial Aid	Reduction	Dept. Instructor								
<b>9. Student Advising Division/ Scholarship &amp; Overseas Students Division/Counseling</b> <small>(Dickson Lee Hall 3F)</small> <small>(International student, Overseas Chinese student, Mainland China student)</small>		<b>10. Office of International and Cross-Strait Education</b> <small>(Dickson Lee Hall 7F)</small> <small>(International student)</small>	<b>11. Accounting Office</b> <small>(Dickson Lee Hall 6F)</small>								
<b>12. Administration and Services Center</b> <small>(Dickson Lee Hall 1F)</small>											

### Declaration for Overseas Student Departure

I understand that after completing the school suspension or withdrawal procedures, unless I meet another valid status permitting them to stay or reside in Taiwan and have obtained approval from the National Immigration Agency, R.O.C. (Taiwan).

I am required to leave the country within ten (10) days from the effective date of my suspension or withdrawal.

I hereby declare that I intend to depart Taiwan on or before: \_\_\_\_\_ (D) \_\_\_\_\_ (M) \_\_\_\_\_ (Y) \_\_\_\_\_ (Signature)

### 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: \_\_\_\_\_