

## **Procedures for the Suspension, Withdrawal, and Resumption of Schooling**

### **1. Documents required to apply for suspension:**

- ◎Suspension Application (Attachment 1)
- ◎The suspension application must be signed and approved by the student's parent or guardian, advisor or research supervisor, and chairperson or director.
- ◎A photocopy of the parent's or guardian's ID Card
- ◎A photo of the student (used for the Certificate of Suspension)
- ◎An application fee of NT\$10 for the Certificate of Suspension (to be paid via the automatic payment system on 1F of the instructional building)
- ※If a student applies for suspension of schooling during the period of final examinations, the student has to return the leaving school slip to the Registration Division prior to taking the last examination during the examination period.

### **2. Documents required to apply for withdrawal:**

- ◎Letter of Consent from Parents (Attachment 2)
- ◎The letter of consent for suspension must be signed and approved by the student's parent or guardian.
- ◎A photocopy of the parent's or guardian's ID Card
- ◎A photo of the student (used for the Certificate of Attendance; one photo for each certificate)
- ◎An application fee of NT\$10 for the Certificate of Attendance (to be paid via the automatic payment system on 1F of the instructional building)

### **3. Procedure to resume schooling:**

- ◎After receiving notice from the Registration Division via certified mail with return receipt, which requests that the student complete the resumption procedure on the date indicated in the notice, the student must receive a resumption slip at the Registration Division in order to complete the resumption procedure.
- ◎If the student is fulfilling military service, a photocopy of the enlistment order shall be sent to the Registration Division prior to the date of resumption in order to apply to suspend schooling continuously.
- ◎To apply to suspend schooling continuously (suspending for the 2<sup>nd</sup> time), please go to the Registration Division to get a suspension form to complete the continuous suspension.
- ◎To apply to suspend schooling continuously (suspending for the 3<sup>rd</sup> time), please submit a formal application and have it approved, and also explain the reason for the 3<sup>rd</sup> suspension.

### **4. Process for completing suspension and withdrawal procedures:**

- ◎After preparing the above documents, please go to the Registration Division to obtain a leaving school form (Attachment 3) in order to complete the procedure of leaving required by each unit listed in the form.
- ◎After completing the procedure of leaving school, please return the leaving school form and the Campus Card to the Registration Division.
- ◎When applying for suspension, you may apply for a Certificate of Suspension.
- ◎When applying for withdrawal, you may apply for a Certificate of Attendance (which will be mailed to the student when the grades of the student have not been determined).

©Tuition and fees shall be refunded pursuant to the Standards of Refunding Tuition and Miscellaneous Fees (Attachment 4) provided in the order Tai-San-Zi No. 0970097991c dated 2008.06.13 from the Ministry of Education.

## Suspension Application

I am applying for suspension of schooling due to \_\_\_\_\_ . Please process and approve my application.

This shall be submitted to Ming Chi University of Technology.

Applicant: (Signature & Seal)

Applicant's Parent or Guardian: (Signature & Seal)

※The signature or seal of my parent or guardian is authentic. I agree to be held liable for any false or misleading statement.

This shall be submitted to

Advisor (Research Supervisor):

Explanation:

Chairperson (or Director):

Date: (yyyy) (mm) (dd)

## Letter of Consent from Parents

I agree that \_\_\_\_\_ is waiving his/her opportunity to study in Class \_\_\_\_ as a \_\_\_\_\_ in the Department/Graduate School of \_\_\_\_\_, Ming Chi University of Technology due to personal reasons. I hereby issue the letter of consent as evidence and will not raise any objection to the content of this letter.

This shall be submitted to Ming Chi University of Technology.

Agreed by (Parent or guardian):

(Signature & Seal)

Agreed by (Student):

(Signature & Seal)

※The signature or seal of my parent or guardian is authentic. I agree to be held liable for any false or misleading statement.

Date: (yyyy) (mm) (dd)

**Ming Chi University of Technology**

**Application for Suspension, Withdrawal, and Resumption of Schooling**

Date of Application: (yyyy) (mm) (dd)

Day Division:  Master's program  Four-year technical program  Two-year technical program  Junior college

Continuing Education Division:  In-service master's program  Four-year technical college  Four-year in-service program  Two-year technical program  Two-year in-service program  Two-year technical program

Student Name	Student No.	Department/ Graduate School & Class
Applied item / cause (Please check appropriate boxes)	<input type="checkbox"/> Suspension <input type="checkbox"/> Financial problem <input type="checkbox"/> Disease <input type="checkbox"/> Courses not suiting my interest <input type="checkbox"/> For work <input type="checkbox"/> Pregnancy <input type="checkbox"/> Military service <input type="checkbox"/> Other reason: _____	Date of leaving school ___(yyyy)__(mm)__(dd)
	<input type="checkbox"/> Withdrawal <input type="checkbox"/> Financial problem <input type="checkbox"/> Courses not suiting my interest <input type="checkbox"/> Disease <input type="checkbox"/> For work <input type="checkbox"/> Transfer to another school <input type="checkbox"/> Due to Conduct grades <input type="checkbox"/> Due to academic grades (_____)	
	<input type="checkbox"/> Resumption Date of resumption: ___(yyyy)__(mm)__(dd)	Class after resumption: ___Year___ Class
Mailing address	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Home: Mobile:
Parent's signature	Student's signature	
Chairperson (Research supervisor)	Advisor	
Deputy Dean of Academic Affairs (Chief Officer of Office of Continuing and Extended Education)	Dean of Student Affairs (Section of Student Affairs, Office of Continuing and Extended Education)	
President	Dean of Academic Affairs (Section of Academic Affairs, Office of Continuing and Extended Education)	
Comments by the Registration Division		

Notice: Students of the Day Division who have been approved for suspension or withdrawal must complete the procedures provided by all the following units, while students of the Division of Continuing Education are only required to complete the procedures provided by the following units indicated with “⊙”.

Unit	Procedure completion status	Signature & seal of the handler	Unit	Procedure completion status	Signature & seal of the handler
Student Activity Division (B1 of the gymnasium)	(Not for graduate school students)		Dormitory manager (Each dormitory office)		
Student Assistance Center (B1 of the gymnasium)			⊙ Laboratory (Each department building)		
Student Assistance Division (2F of the gymnasium)			Division of Internship and Career Services, Office of Research and Development (2F of the second instructional building)		
Administrative assistant for overseas Chinese students (2F of the gymnasium)	(For overseas Chinese students only)		Curriculum Section (3F of the instructional building)		
⊙ Military service matters (2F of the gymnasium / Office of Continuing and Extended Education)			⊙ Accounting Office (1F of the instructional building)		
⊙ Health Service Division (2F of the gymnasium)			⊙ Office of General Affairs (1F of the instructional building)	⊙ Properties (Parking Permit)	
⊙ Office of Physical Education (3F of the gymnasium)		⊙ Articles (Access control)			
Food Service Committee (Office of Food Service)	(Not for graduate school students)			⊙ Cashier	
⊙ Library (4F of the library and information building)			⊙ Registration Division / Office of Continuing and Extended Education (3F of the instructional building)	Return the Campus Card	

Standards of Refunding Tuition and Miscellaneous Fees by Institutions of Higher Education

When a student applies for suspension or withdrawal	Percent of the refunded tuition and miscellaneous	Comments
1. When applying for suspension or withdrawal before or on the date of registration	Neither tuition nor miscellaneous fees shall be paid. If paid already, all will be refunded.	
2. When applying for suspension or withdrawal between the date of registration and the day immediately before classes begin (i.e. the commencement of the new semester)	Two-thirds of the tuition and all miscellaneous fees will be refunded.	If tuition and miscellaneous fees are calculated based on credits for courses taken or based on the amount of tuition and miscellaneous fees, all credit fees or 2/3 of the base amount of the tuition and miscellaneous fees (or tuition and miscellaneous fees based on the credits) will be refunded.
3. When applying for suspension or withdrawal after classes begin (i.e. the commencement of the new semester) and before 1/3 of the semester	Two-thirds of the tuition and miscellaneous fees will be refunded.	If tuition and miscellaneous fees are calculated based on credits for courses taken or based on the amount of tuition and miscellaneous fees, 2/3 of the credit fees or 2/3 of the base amount of tuition and miscellaneous fees (or tuition and miscellaneous fees based on the credits) will be refunded.
4. When applying for suspension or withdrawal after classes begin (i.e. the commencement of the new semester) after 1/3 of the semester but before 2/3 of the semester	One-third of the tuition and miscellaneous fees will be refunded.	If tuition and miscellaneous fees are calculated based on credits for courses taken or based on the amount of tuition and miscellaneous fees, 1/3 of the credit fees or 1/3 of the base amount of tuition and miscellaneous fees (or tuition and miscellaneous fees based on the credits) will be refunded.
5. When applying for suspension or withdrawal after classes begin (i.e. the commencement of the new semester) after 2/3 of the	Neither the tuition nor the miscellaneous fees paid will be refunded.	

semester		
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Notes:

1. The date of registration, the date when classes begin (or commencement of the new semester), and calculation of semesters are determined based on the school calendar formally announced by each school. If there is no date of registration for a school, the deadline for tuition payment shall be deemed as the date of registration.
2. For a student dropping out or quitting school voluntarily, the base date used to determine suspension or withdrawal is the date on which the student (or the student's parent) formally applies to the unit designated by the school for the suspension or withdrawal. For a student ordered by the school to withdraw from school, the base date used to determine withdrawal is the date on which the notice of withdrawal from the school is delivered to the student. However, for a student still taking courses at the school while responding to (or making a complaint about) the withdrawal, the date on which the student actually leaves the school shall be deemed as the base date.
3. The suspending or withdrawing student has to complete the procedure of leaving school during the period provided by the school. In the case such completion is delayed due to any cause attributable to the student, the date on which the student actually leaves the school shall be deemed as the base date.
4. No school shall receive any fee in advance prior to the date of commencement of the new semester indicated in the school calendar.