

**●The directions on the reviewed matters of the processing units invovled in the leaving-school procedure of sussionsion and expulsion.**

| Processing units<br>Telephone                                                                        |                                                                                                                              | Reviewed matters                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                              |
|------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                      |                                                                                                                              | Suspension                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Expulsion                                                                                                                    |
| Division of Student Affairs                                                                          | <u>Student Life Office</u><br>07-5919061<br>07-5919062<br>07-5919063                                                         | <b>Boarders</b><br><br>1. The room should be kept clean and the personal property should be liquidated, or the applicant will be fined.<br>2. The key should be returned to the office.<br>3. The refund is processed in accordance with the Guideline For Refund of NUK Students' Dormitory Boarders. Those students who withdraw from the dormitory within one week of school beginning will be returned all boarding fees; those within one third of the semester term will be returned two thirds of the boarding fees; those within two thirds of the semester term will be returned one third of the boarding fees; those past two thirds of the semester term will not be returned any boarding fees. |                                                                                                                              |
|                                                                                                      | <b>Student loan</b>                                                                                                          | The applicant needs to cancel the student loan and pay the tuition. If the loan has been issued, it can not be canceled, and the money will not be refunded until it has been transferred to NUK account.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                              |
|                                                                                                      | <u>Student Counseling Office</u><br>07-5919055<br>07-5919228<br>07-5917295<br>07-5919068                                     | <b>Confirmation of returning the borrowed books</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                              |
|                                                                                                      | <u>Health Center</u><br>07-5919059<br>07-5919067                                                                             | <b>Students' group insurance:</b><br><b>Enrollment:</b> Please pay the insurance within 30 days since the school enrollment day. Overdue payment will be regarded as giving up the insurance.<br><b>Giving up:</b> Please sign on the application form for giving up the insurance after confirmation. (The application form by undergraduates of day-time program should be signed by themselves as well as their parents.)                                                                                                                                                                                                                                                                                 | Cancel the insurance enrollment                                                                                              |
|                                                                                                      | (For overseas Chinese students and foreign students)<br><u>Overseas and International Office</u><br>07-5919064<br>07-5919065 | <b>National Health Insurance:</b><br><b>Enrollment:</b> Please pay the insurance within 60 days since the school enrollment day. Overdue payment will be regarded as giving up the insurance.<br><b>Giving up:</b> Report to Ministry of National Health Insurance about the cancelation of insurance since the day of the student's suspension.                                                                                                                                                                                                                                                                                                                                                             | Report to Ministry of National Health Insurance about the cancelation of insurance since the day of the student's expulsion. |
| <u>Physical Education Office</u><br>07-5919490                                                       |                                                                                                                              | Return the PE facility                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                              |
| Library and Information Center<br><u>Book Reservation Reading Office</u><br>07-5919121<br>07-5919306 |                                                                                                                              | Return the documents or materials (books or CDs) of the library and pay the fine.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                              |
| Division of General Affairs                                                                          | <u>Central Control Office</u><br>07-5919008                                                                                  | Suspend the right to access control<br>Regain the right after readmission                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Deprive the right to access control                                                                                          |
|                                                                                                      | <u>Teller Section</u><br>07-5919097                                                                                          | Inspect the paying status of the tuition and the miscellaneous fees                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                              |

