

國立高雄大學休學申請書【1】



National University of Kaohsiung

Application Form for Leave of Absence/Suspension (1)

※請持本申請書先至教務處註冊組辦理休學申請收件作業

Please submit this form to the Office of Registrar to complete the confirmation work first.

Application Date :

Application Number :

Name		Student ID	Department/Institute	Contact Information
				TEL : CELL:
Mailing Address		□ □ □ - □ □		
Leave of Absence	Period of Absence	From 1 st semester/ 2 nd semester of Academic Year _____. Total _____ semesters.		Period of Resumption
	Reason of Absence	From 1st semester/ 2nd semester of Academic Year _____.		
	Student's Health Insurance			
Applicant Signature			Signature of Legal Guardian (Signature of Guardian is required for students studied at Day Division)	
		(YYYY/MM/DD)		(YYYY/MM/DD)
Leave of Absence Approval Procedures				
Unit/Venue	Required Procedures			Approval Confirmation
Division of Academic Affairs- Office of Registrar (2nd floor of Administration Building)	Application Collected Date (Postmark serves as a proof) (The collected date will be regarded as the refund application date. Students who wish to know the Regulations of Refund, please go to http://academic.nuk.edu.tw/studies/tuition.php)			
Dept./Institute	Mentor/Thesis Advisor			
	Dept. Chairman/Program Director			
Division of Academic Affairs (Office of Registrar)	☐ Request of Leave of Absence for _____ semester(s) based on the _____ Article of Regulations of National University of Kaohsiung.			

Applicants must receive the approval from the Division of Academic Affairs first, and then complete School-leaving Procedure to apply for “Proof of Leave of Absence.”

Division of Academic Affairs (Office of Registrar)	☐ Application Approved. Request permission for releasing “Letter of Approval for Leave of Absence.” ☐ Other :	
Head of the Executive	Dean of Division of Academic Affairs	

Date of Refund Application: _____

Note :

- Should applicants wish to apply for leave of absence/suspension from NUK, one must receive approval of withdrawal and complete the whole graduation process before the final examination week. Late application will not be accepted.
- Non-freshmen applicants applied for leave of absence/suspension prior to school starting should pay for registration fees before assigned deadline to complete the process.
- Freshmen applicants should pay for full tuition fees, submit application form with payment receipt to complete the whole application process.
- The amount of refund will be varied depending on individual's application date (postmark serves as a proof). Please also see the NUK Academic Calendar for details of refund amount, and the NUK will refund the fees in 3 weeks after “Proof of Study” was issued. If applicants do not receive refund within 3 weeks, they may call the Office of Cashier at 886-7-5919000 ext. 8650-8652 for further inquiries.
- The effective date for leave/suspension is the date of approval issued by the Division of Academic Affairs.
- Applicants who wish to add themselves into NUK Students Health Insurance System should pay for the fees within 60 days after registration. Late payment will result in invalidation of insurance.
- It is mandatory to have one legal guardian signed for the form for applicants studied at Day Division. However, applicants who received expulsion of the NUK may be waived.
- Applicants who fail to apply for “Resumption for School” in time will be regarded as abandonment of student's status.
- Application to “Resumption for School” can be submitted from – 1st semester: from Jul. 15th to Jul. 30th; 2nd semester: from Jan. 15th to Jan. 30th.