

國立高雄大學退學申請書



National University of Kaohsiung

Application Form for Leave of absence/Withdrawal

※請持本申請書先至教務處註冊組辦理退學申請收件作業

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	□□-□□		
Time of Withdrawal	Academic Year / ☐ 1 st semester ☐ 2 nd semester		
Reason of Withdrawal			
Applicant Signature	(YYYY-MM-DD)	Signature of Legal Guardian (Signature of Guardian is required for students studied at Day Division)	(YYYY-MM-DD)
Withdrawal Approval Procedures			
Unit/Venue	Required Procedures		Approval Confirmation
Division of Academic Affairs-Office of Registrar (2 nd 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)	☐ Expected Date of Approval (Approval Date:) ☐ Other :		
Should the applicants wish to apply for "Proof of Study," one must receive the approval from the Division of Academic Affairs first, and then complete the whole graduation process. For graduation application, please download the form at http://			

Division of Academic Affairs (Office of Registrar)	☐ Application Approved. ☐ Other :	
Head of the Executive	Dean of Division of Academic Affairs	

Date of Refund Application: _____

- Note:**
1. Should applicants wish to apply for leave of absence/withdrawal 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.
 2. Should applicants wish to refund fees, one may look up for detailed information at <http://academic.nuk.edu.tw/studies/tuition.php>.
 3. The amount of refund will be varied depending on individual's application date, 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.
 4. The effective date for withdrawal is the date of approval issued by the Division of Academic Affairs.
 5. 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.