

## National Dong Hwa University

## Application for suspension or termination of studies

Application date	(mm-dd-yyyy)	Application type	<input type="checkbox"/> Suspension <input type="checkbox"/> Termination (leave the field below blank)
Student ID No		Name	
Department			
Student identity	<input type="checkbox"/> Overseas Chinese <input type="checkbox"/> International	Mobile	
Reason for suspension/termination	<input type="checkbox"/> disease <input type="checkbox"/> financial reasons <input type="checkbox"/> academic interests <input type="checkbox"/> job requirements <input type="checkbox"/> pregnancy <input type="checkbox"/> child care		
Certificates must also be submitted if students apply for suspension of studies due to military service, pregnancy, or other reasons that require documentation (as specified by individual departments)			
Suspension duration	From the _____ semester of the academic year _____ until the _____ semester of the academic year _____		
	<input type="checkbox"/> Enrolled students applying for suspension of studies <input type="checkbox"/> Extension of suspension of studies	Records of past suspensions	Missed _____ semesters
Signature of the Applicant		Signature of approval of parent or guardian	(for undergraduate students)
Contact address and bank account information for refunds: Visit the NDHU website and proceed to the Score retrieval and Personal Data Maintenance System to check your data for accuracy °			
1. Academic Advisor or supervising professor	2. Head of Department	3. Processed by Registration Section	
		(mm-dd-yyyy)	
4. Check-out procedures (not required for extension of suspension periods, termination of studies after suspension or termination or suspension of studies before enrollment)			
Office of Department	Library	Curriculum Section of the Office of Academic Affairs	Student Dormitory Service Division
Cashier Section	Vehicle Management Commission	Office of International Affairs	
		<a href="https://goo.gl/ttoSa7">https://goo.gl/ttoSa7</a>	
Received by the Registration Division	Registrar	Dean of Academic Affairs	
(mm-dd-yyyy)			
Reminders :			
1. Application procedure : (1)Fill out the application form → (2)Proceed to your department→(3) Proceed to the Registration Section→ (4) Proceed to respective administrative agencies →(5)Return to the Registration Section.			
2. Application for suspension or termination of studies is not possible within one week before the final exams of the semester (please refer to the academic calendar)			
3. Please complete the check-out procedures within two weeks after the form is submitted to the Registration Section. Return this form to the Registration Section upon completion of the check-out procedures. If the deadline is exceeded, refunds will be calculated based on the date of submission of the form upon completion of the check-out procedures. If applications for termination or suspension of studies are submitted before enrollment, students are eligible for a 100% tuition and fee refund.If applications are submitted before one third or two thirds of the semester have passed, students are eligible for a 66% refund or 33% refund, respectively. After two thirds of the semester have passed, no refunds will be granted.			
4. Suspensions do not count toward the program duration			