National Kaohsiung University of Hospitality and Tourism
Leave of Absence Application for Daytime Students(休學申請單)

Application date： M D, Y

Student ID # 學號		Name 姓名		Date of birth 生日	____(M)月,____(D)日 ,_____ (Y)年	Gender 性別	□M 男 □F 女
Citizenship ID card #居留證號				Leave of absence notes 休學註記	□first hiatus 第一次休學 □hiatus extension 續休		
Educational system 學制	□Graduate Institute 研究所 □2-year technical school 二技 □4-year technical school 四技 □5-year college 五專			School / Institute / Dept. 系所科別	_____Institute / Dept. _____Yea 年_____Class 班級		
Reasons for leave of absence 休學原因	□Health 健康 □Finance 經濟 □Academic 學業 □Interest(re-examination/transfer)志趣(重考/轉學) □Work 工作 □Maternity / Paternity 懷孕 □duty for military service 兵役□go abroad 出國□write the dissertation 撰寫論文 □unable to adapt to learning environment 適應不良 □Family 家庭 □exam or training 考試訓練□Other (please explain) 其他(請詳填)						
Footnotes 附註	1. Applicants for a leave of absence who are minors must obtain the consent of their parents or legal guardians. Parents or legal guardians are required to sign, or a written consent form from the parent or legal guardian must be attached. 2.Refund applications require original receipts of the tuition, miscellaneous fees, and other fees. Off-campus internship students must submit proof of employment termination from their internship provider. 3.Those applying for leave of absence due to military service must submit their mobilization order; when applying for reinstatement after discharge, applicants need to submit their discharge order. 4.Application procedure: (1) Completion of application → Instructor → Department director → Baseline date for fee refunds noted by the Registration and Curriculum Section → Notification of relevant units → Registration and Curriculum Section → Dean of Academic Affairs. 5.Leave of absence procedures must be completed 1 week before the semester examination (the final exam) begins, after which leave of absence will not be allowed.						
Parent or guardian signature 家長或監護人簽名	I hereby consent the applicant to apply for leave of absence for □ 1 semeste1 學期□ 1 academic year1 年, starting from the □1st semester □ 2nd semester of the academic year of _____.本人同意申請人休學					Signature / Stamp 簽章	
Applicant 申請人	Signature / Stamp 簽章	Contact phone # 連絡電話		Cell Phone # 手機號碼			
Registered address 住址	□□□						
Nature of fee refund 退費屬性	（Non-intern students are registered by the staff of the Registration and Curriculum Section） (Please complete refund procedures within 7 days after fee refund baseline date, and return this form to Registration and Curriculum Section; if this deadline is exceeded, the day that the Registration and Curriculum Section received the completed leave of absence application will be used as the baseline date for leave of absence) M, D, Y						

Relevantly involved units ★ including school departure procedures				
Instructor 導師	Institute (dean), department / section director 所(長)系科主任	Military Training Office 軍訓室 （2/F of the Administrative building ）	Student Housing Service Section 住宿輔導組 （2/F of the Administrative building）	Counseling Section 諮輔組 （2/F of the Administrative building）
		(women are exempt)(女生免會)		

Student Services Section (student loan, deductions, military service)生活輔導組 (2/F of the Administrative Building)	Physical Education, Health and Environment Section 體育教學暨衛生保健組 (1/F of the first professional building)	Internship Section 實習輔導組 (4/F of the Administrative Building)	Library Services Section 圖書服務組 (1/F counter of the information library building))
Student loan 就貸 □yes □ no Deductions 減免 □yes □ no Military service 兵役□yes □no	Student Safety insurance Oversea Student Healthy Insurance □yes □ no	(postgraduate students are exempt)(研究所免會) □ Non-intern students. 非實習生 □ Before start date of internship. 實習開始日前 □ Internship not reaching 1/3 of semester duration 實習未滿學期 1/3. □Internship over 1/3 but not reaching 2/3 of semester duration 實習超過 1/3，未滿 2/3. □ Internship over 2/3 of semester duration. 實習超過 2/3	

International Recruitment and Admissions 國際招生與入學服務組 (4/F of the Administrative Building)	International Education and Exchange 國際教育與交流組 (4/F of the Administrative Building)	International Foundation Program 國際專修部組 (4/F of the Administrative Building)	Cashier Section 出納組– tuition and miscellaneous fees (1/F of the Administrative Building)	Faculty & Student Cooperative 員生社 (non-members are exempt)
□Notification of international student 境外生通報 (international students only)		(international Foundation Program students only)		

∗The following sections are to be completed by the Registration and Curriculum Section / please stamp in order and return to the Registration and Curriculum Section along with the student ID card to complete the leave of absence and school departure procedures. ∗

Start / end date of 1st leave of absence	From the _____ semester of the academic year of _____ to the _____ semester of the academic year of _____ for an leave of absence spanning				□1 semester □1 academic year	From ____ M ____ Y to ____ M ____ Y	
Start / end date of leave of absence extension	From the _____ semester of the academic year of _____ to the _____ semester of the academic year of _____ for an leave of absence spanning				□1 academic year □3 semesters □2 academic years	From ____ M ____ Y to ____ M ____ Y	
Expected semester of reinstatement	___ semester of the academic year of _____. ___ semester of the academic year of _____ .	Expected year level at reinstatement	_____ semester of _____ year	Is student ID card returned?	□yes □no □not made	Will the student engage in off-campus internship upon reinstatement?	□yes □no

Case receiving date: M D Y		
Registration and Curriculum Section Staff	Registration and Curriculum Section Director	Dean of Academic Affairs