

National Kaohsiung University of Hospitality and Tourism

Leave of Absence Application for Daytime Students

Application date : **M** **D**, **Y**

Student ID #		Name		Date of birth	____(M),____(D),____(Y)	Gender	<input type="checkbox"/> M <input type="checkbox"/> F
Citizenship ID card #				Leave of absence notes	<input type="checkbox"/> first hiatus <input type="checkbox"/> hiatus extension		
Educational system	<input type="checkbox"/> Graduate Institute <input type="checkbox"/> 2-year technical school <input type="checkbox"/> 4-year technical school <input type="checkbox"/> 5-year college	School / Institute / Dept.		____Institute / Dept. ____Year____Class			
Reasons for leave of absence	<input type="checkbox"/> Health <input type="checkbox"/> Finance <input type="checkbox"/> Academic <input type="checkbox"/> Interest(re-examination/transfer) <input type="checkbox"/> Work <input type="checkbox"/> Maternity / Paternity <input type="checkbox"/> Health <input type="checkbox"/> duty for military service <input type="checkbox"/> go abroad <input type="checkbox"/> write the dissertation <input type="checkbox"/> unable to adapt to learning environment <input type="checkbox"/> Family <input type="checkbox"/> exam or training <input type="checkbox"/> Other (please explain)						
Footnotes	1.Leave of absence application requires parental consent. Also, please include a parental signature or submit written consent from a parent. 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 <u>discharge order</u> . 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	I hereby consent the applicant to apply for leave of absence for <input type="checkbox"/> 1 semester <input type="checkbox"/> 1 academic year, starting from the <input type="checkbox"/> 1 st semester <input type="checkbox"/> 2 nd semester of the academic year of _____.					Signature / Stamp	
Applicant	Signature / Stamp	Contact phone #		Cell Phone #			
Registered address	<input type="checkbox"/> <input type="checkbox"/>						
Nature of fee refund	(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	Institute (dean), department / section director	Military Training Office (2/F of the Administrative building) (women are exempt)	Student Housing Service Section (dormitories) (2/F of the Administrative building)
Student Services Section (student loan, deductions, military service) (2/F of the Administrative Building)	International Student Affairs Section (4/F of the Administrative Building)	International Exchange Section (4/F of the Administrative Building)	Physical Education, Health and Environment Section (1/F of the first professional building)
Student loan <input type="checkbox"/> yes <input type="checkbox"/> no Deductions <input type="checkbox"/> yes <input type="checkbox"/> no Military service <input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> Notification of international student (international students only)	<input type="checkbox"/> International Students with NKUHT'S Scholarship only (international students only)	Student Safety insurance Oversea Student Healthy Insurance <input type="checkbox"/> yes <input type="checkbox"/> no
Internship Section (4/F of the Administrative Building)	Library Services Section (1/F counter of the information library building)	Cashier Section – tuition and miscellaneous fees (1/F of the Administrative Building)	Faculty & Student Cooperative (non-members are exempt)
(postgraduate students are exempt) <input type="checkbox"/> Non-intern students. <input type="checkbox"/> Before start date of internship. <input type="checkbox"/> Internship not reaching 1/3 of semester duration. <input type="checkbox"/> Internship over 1/3 but not reaching 2/3 of semester duration. <input type="checkbox"/> Internship over 2/3 of semester duration.			

* 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	<input type="checkbox"/> 1 semester <input type="checkbox"/> 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 extension spanning	<input type="checkbox"/> 1 academic year <input type="checkbox"/> 3 semesters <input type="checkbox"/> 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?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> not made
		Will the student engage in off-campus internship upon reinstatement?	<input type="checkbox"/> yes <input type="checkbox"/> no
Case receiving date: M D Y			
Registration and Curriculum Section Staff	Registration and Curriculum Section Director	Dean of Academic Affairs	