

National Kaohsiung University of Hospitality and Tourism

Academic Withdrawal 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 #		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	Year of academic withdrawal	<input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd semester of the academic year of ____				
Reasons for academic withdrawal	<input type="checkbox"/> Academic <input type="checkbox"/> conduct Performance <input type="checkbox"/> Interest(re-examination/transfer) <input type="checkbox"/> not registered <input type="checkbox"/> Does not apply for temporary suspension <input type="checkbox"/> Pregnancy <input type="checkbox"/> Maternity / Paternity <input type="checkbox"/> Health <input type="checkbox"/> Work <input type="checkbox"/> Finance <input type="checkbox"/> Personal Planning(duty for military service/go abroad) <input type="checkbox"/> Other (please explain)						
Footnotes	1.Leave of absence application requires parental consent. Also, please include a <u>parental signature</u> or <u>submit written consent from a parent</u> . 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.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.						
Parent or guardian's 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 #			
Permanent address	□□□						
Registered address	(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	
Instructor	Institute (dean), department / section director	Military Training Office (2/F of the Administrative building)	Student Housing Service Section (dormitories) (2/F of the Administrative building)				
		(women are exempt)					
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)				
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. *

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