

National Kaohsiung University of Hospitality and Tourism

Academic Withdrawal Application for Daytime Students(退學申請書)

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

Student ID # 學號		Name 姓名		Date of birth 生日	____(M),____(D),_____(Y)	Gender 性別	<input type="checkbox"/> M <input type="checkbox"/> F
Citizenship ID card # 居留證號			Educational system 學制	<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 系所科別	____Institute / Dept. ____Year 年 ____Class 班級		Year of academic withdrawal 退學年度	<input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd semester of the academic year of _____.			
Reasons for academic withdrawal 退學原因	<input type="checkbox"/> Academic 學業 <input type="checkbox"/> conduct Performance 操行 <input type="checkbox"/> Interest(re-examination/transfer)志趣(重考/轉學) <input type="checkbox"/> not registered 逾期未註冊 <input type="checkbox"/> Does not apply for temporary suspension 逾期未復學 <input type="checkbox"/> Pregnancy 懷孕 <input type="checkbox"/> Maternity / Paternity 育嬰 <input type="checkbox"/> Health 健康 <input type="checkbox"/> Work 工作 <input type="checkbox"/> Finance 經濟 <input type="checkbox"/> Personal Planning(duty for military service/go abroad)生活規劃(當兵/出國) <input type="checkbox"/> Other (please explain)其他_____.						
Footnotes 附註	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.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 家長或監護人簽名	I hereby consent the applicant to apply for academic withdrawal, starting from the <input type="checkbox"/> 1 st semester <input type="checkbox"/> 2 nd semester of the academic year of _____.				Signature / Stamp		
Applicant 申請人	Signature / Stamp		Contact phone # 聯絡電話			Cell Phone # 手機電話	
Permanent address 戶籍地址	□□□						
Registered address 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)						
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)	International Student Affairs Section 國際學生事務組 (4/F of the Administrative Building)	International Exchange Section 國際交流組 (4/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)				
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 境外生通報 (international students only)	<input type="checkbox"/> International Students with NKUHT'S Scholarship only 外籍生領有本校獎學金適用 (international students only)	(Student Safety insurance)				
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)	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)				
(postgraduate students are exempt)(研究生免會) <input type="checkbox"/> Non-intern students. 非實習生 <input type="checkbox"/> Before start date of internship. 實習開始日前 <input type="checkbox"/> Internship not reaching 1/3 of semester duration. 實習未滿學期 1/3 <input type="checkbox"/> Internship over 1/3 but not reaching 2/3 of semester duration. 實習超過 1/3，未滿 2/3 <input type="checkbox"/> Internship over 2/3 of semester duration. 實習超過 2/3							

* 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