

National Chengchi University Student Application Form for

Leave of Absence Retainment of Student Status

Undergraduate Master's degree program Doctoral degree program

Applicant	Student ID	Name	Department and Year	Department (Institute) of	
				Section (Class)	Year
Application Period	From the ___ semester of the ___ academic year to the ___ semester of the ___ academic year		Parent's/ Guardian's Consent	(if the Applicant is under 18 years old, his/her parent or guardian must sign or affix their personal seal to indicate their consent)	
Date of Return to Studies	The ___ Semester of the ___ Academic Year		Date of Birth (Day/Month/Year)	_____ (Day/Month/Year)	
Reason for Withdrawal from Study			Contact number		
Approval procedure: Applicants must read the explanatory notes below and obtain the required seals/signatures in the order specified.	(1) Seal of the Department / Graduate Institute		(2) Library	(3) Cashier Section	
	<u>When a student's transfer to another department has been approved, if that student then applies for leave of absence in the same semester, the authorization for transfer will be cancelled.</u> (individual department or graduate institute office)		(circulation desk of the main library and/or branch library)	(5th floor of the Administration Building) (verification of student account status)	
	(4) Student Housing Service Section		(5) Life Guidance and Overseas Chinese Student Advising Section	(6) Student Safety Service Center	
	Only applies to students living on campus (3rd floor of the Administration Building) ※*Students who have graduated, leave of absence, withdrawn from study, or transferred to another university must complete the procedures for vacating student housing at the Student Housing Section within 7 days (including weekends and public holidays, and no later than the specified date for vacating student housing for that semester) to be able to apply for their student housing deposit and the unused portion of their dormitory fees. (off campus students are not required to obtain this seal) (3rd floor of the Administration Building)		(3rd floor of the Administration Building) (only applies to overseas Chinese, Hong Kong, Macao and Mainland Chinese students)	(3rd floor of the Administration Building) (does not apply to female, Masters, or Doctoral students)	

	<p align="center">(7)Office of International Cooperation</p> <p>Only applies to foreign students (8th floor of the Administration Building) ※Foreign students wishing to apply for Leave of Absence or Retainment of Student Status should note the following: 1. Students residing in Taiwan with the status of “student” will have their Alien Resident Certificate canceled by the National Immigration Agency and will be required to leave Taiwan within 10 working days after finishing leaving procedure. 2. Recipients of a Taiwanese scholarship will have the scholarship payment revoked starting from the month following the month in which the deferment of study or suspension of student status takes effect.</p>	<p align="center">(8)Registration Section, Office of Academic Affairs</p> <p align="center">(4th floor of the Administration Building)</p>	<p align="center">Section Chief</p>	<p align="center">Approval by the Dean of Academic Affairs</p>
<p align="center">Explanation</p>	<p>I. Persons applying for retainment of Student Status while performing military service must submit a certificate confirming that they are registered for military service. Persons applying for retainment of Student Status because of pregnancy or childbirth must submit a diagnostic report issued by a hospital. Persons applying for retainment of Student Status due to the need to care for young children under the age of 3 must submit relevant proof. The number of years for which retainment of Student Status can be maintained is determined by university regulations. Students who have received retainment of Student Status will have their records of classes taken during the retention period deleted. (including classes at overseas universities as part of exchange programs).</p> <p>II. Persons wishing to apply for leave of absence during the current semester must submit their application prior to the start of final examinations (which is the deadline for such applications); applications received after that date will be rejected.</p> <p>III. A single application for leave of absence may be for a period of between one semester and two academic years. In principle, the cumulative total of leave of absence may not exceed two academic years. If, after the approved suspension period has expired, an individual is unable to recommence their studies due to serious illness or other special circumstances, the President of the university will be asked to approve an extension of either one semester or one academic year, reviewed on a case-by-case basis. Students who have received leave of absence will have their records of classes taken during the suspension period deleted. (including classes at overseas universities as part of exchange programs).</p> <p>IV. Students who are applying for leave of absence because of financial difficulties can apply for various forms of relief at the Living Guidance and Overseas Chinese Student Advising Section, Office of Student Affairs.</p> <p>V. Students who apply for suspension due to factors such as pregnancy or termination of pregnancy can seek for consultation or assistance for related medical resources at the Physical and Mental Health Center, Office of Student Affairs. Tel:02- 8237-7419</p> <p>VI. During the suspension period, a deferral student may maintain their insurance coverage under the university’s group life insurance policy for students by paying their insurance premiums at the Cashier’s Office, Office of General Affairs, prior to the deadline for registration for each semester. Students who have queries about related matters should contact the Living Guidance and Overseas Chinese Student Advising Section, Office of Student Affairs.</p> <p>※※Students who have arranged to pay miscellaneous fees or credit fees by direct debit and wish to halt payment, or who wish to specify, alter or cancel an account for refunding of university fees must contact the Cashier Section, Office of General Affairs (on the 5th floor of the Administration Building).</p>			
<p align="center">Seal/signature of applicant or proxy</p>	<p align="center">Contact address and telephone number of applicant or proxy:</p>			
<p>Method by which applicant wishes to receive the certificate of leave of absence or certificate of retainment of student status</p>	<p><input type="checkbox"/>Collect the certificate in person from the Registration Section Representative within 3 working days</p> <p><input type="checkbox"/>Send by post (enclose a stamped, self-addressed envelope)</p> <p><input type="checkbox"/>Certificate not required (check student status online via iNCCU)</p>			