

# Southern Taiwan University of Science and Technology

## Application For Suspension (v.1110317)

Application Date : \_\_\_\_yyyy/\_\_\_\_mm/\_\_\_\_dd (reference date for refund)

Applicant's Signature : \_\_\_\_\_  
 Parent (Legal Guardian) Signature : \_\_\_\_\_

**Student information:** (Please ensure the info provided is correct and complete.)

Name : \_\_\_\_\_ Student ID No. : \_\_\_\_\_

Program/Class : \_\_\_\_\_ Gender : ☐ Male ☐ Female

ARC. No.: \_\_\_\_\_

Phone : \_\_\_\_\_

Postal Address : \_\_\_\_\_

Suspension Reason : \_\_\_\_\_

Duration of Suspension from : `\_\_\_\_yyyy\_\_\_\_mm to \_\_\_\_yyyy\_\_\_\_mm

Expected Returning Semester : \_\_\_\_\_

### Notes:

- 1、No suspension application will be accepted after the beginning of the final exam and before the announcement of grade reports of the current semester.
- 2、Maximum 4 years of cumulative suspension.
- 3、Students will be dismissed if not return to school after the maximum suspension period expires.
- 4、The scholarship will be terminated immediately when recipients apply for suspension, withdrawal, or dismissal from STUST.
- 5、Registration fees charged policy for students applying for suspension or withdrawal:

Time of suspension or withdrawal	Fees charged
On and before the registration date	No fees charged
After the registration date and before the school start date	1/3 of tuition fees
On and after the school start date and before 1/3 of the semester	1/3 of the sum up payment of tuition and miscellaneous fees
After 1/3 of the semester, and on and before the 2/3 of the semester	2/3 of the sum up payment of tuition and miscellaneous fees
After 2/3 of the semester	Fully fees charged

### Steps:

- 1、The applicant shall fill out the left side of the form, notify the related offices (①~⑨) in person and turn in the signed form to the Registration Office ⑩ to process.
- 2、Failure to turn in the form to the Registration Office will be regarded as NOT completing the suspension application.
- 3、Applicants eligible for the refund policy are required to provide details of valid Chunghwa Post account to the Accounting Office.

Coordinating Offices Signatures (please put the date) :

① Tutor (Advisor)		② Department Chairperson		③ Department Assistant	
(Comment)		(Comment)			
④ Military Training Office 【L408】		⑤ Dormitory Supervisor 【L102】		⑥ Scholarship Officer 【L305】 (Aaron See)	
⑦ Accounting Officer 【L211】	Item				
	Tuition	Miscellaneous Fee	Credits Fee	Pension Fund	Student Insurance Fee
	Language Practice Fee	Computer Lab Practice Fee	Internet Access Fee	Dormitory Fee	Total
⑧ Library 【Counter at E Building】			⑨ Health Division Officer 【F210】		

※Turn in to the ⑩ Registration Office 【L103】 after the completion of all above.

Registrar	Director of Registration Office	Dean of Academic Affairs