

Southern Taiwan University of Science and Technology

Application For Suspension (v.1131223)

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 2 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】			
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
Chief Secretary	Vice President	President