

# Southern Taiwan University of Science and Technology

## Application For Withdrawal/School Leaving (v.1110317)

(\_\_\_\_\_學年度 第\_\_\_\_\_學期)

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

Applicant's Signature : \_\_\_\_\_<sup>Parent</sup>  
(Legal Guardian) Signature : \_\_\_\_\_

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

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

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

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

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

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

Withdrawal Reason : \_\_\_\_\_

**Notes:**

- 1、No withdrawal application will be accepted after the beginning of the final exam and before the announcement of grade reports of the current semester.
- 2、The scholarship will be terminated immediately when recipients apply for suspension, withdrawal, or dismissal from STUST.
- 3、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-hand side of the form, go through the related offices ① to ⑧ and turn in the signed form to the Registration Office ⑨.
- 2、Failure to turn in the form to the Registration Office will be regarded as NOT completing the withdrawal/school leaving procedure.
- 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 <b>Accounting Officer</b> 【L211】				
<b>Item</b>				
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】				

※Turn in to the ⑨ **Registration Office** 【L103】 after the completion of all above.

<b>Registrar</b>	<b>Director of Registration Office</b>	<b>Dean of Academic Affairs</b>
<b>Chief Secretary</b>	<b>Vice President</b>	<b>President</b>