

Southern Taiwan University of Science and Technology

Application For Withdrawal/School Leaving (v.1120609)

(_____學年度 第_____學期)

Application Date : _____yyyy/_____mm/_____dd (reference date for refund)

Applicant's Signature : _____
Parent (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 and the Student Dropout Questionnaire (**Scan the QRcode**), go through the related offices ① to ⑧ and turn in the signed form to the Registration Office⑨.
- 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) (Comment) 	② Department Chairperson (Comment)	③ Department Assistant			
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】					

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

Registrar	Director of Registration Office	Dean of Academic Affairs
Chief Secretary	Vice President	President