**Application for Suspension or Termination**

**Chienkuo Technology University \_\_\_\_\_\_\_\_\_\_ Academic Year \_\_\_\_\_\_ Semester**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Degree | □2-year Junior college □2-year technological program□4-year technological program□MasterDept□Time-Extension Student  Year Class | Student No. |  | Name |  |
| Date of Birth  |  | ID No. |  | Tel. |  |
| Application Items | □Suspension □Termination□Extension of Suspension | Mailing Address |  | Do you belong to any Indigenous Taiwanese ethnicities?□ Yes □ No Group:  |
| Reasons for Application | □Illness□Financial Difficulties□Employment Reasons□Different Interests□Academic Stress□Pregnancy□Military Service □Other |
| Returning Year | \_\_\_\_\_\_\_ Academic Year Semester \_\_\_\_\_\_ (Registrar Division has to fill in) |
| Student: (Signature)Applicant：Chienkuo Technology UniversityGuardian: (Signature) Date: (yy/mm/dd) |
| Refund Fees | Tuition | Incidentals | Insurance | Computer | Internet | Dorm fees | Swimming Pool | Health Checkup Fees | Total | Refund will be ratified by Accounting Office, and you should make a supplementary payment for tuition and incidental fees to Cashier Division. |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| Supplementary Fees | Tuition | Incidentals | Insurance | Computer | Internet | Dorm fees | Swimming Pool | Health Checkup Fees | Total | Cashier Division |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| Implemented by | Registrar Office： |
| Related Offices | Library |  | Student Activity Division | I have had student loans and have a fee extension with Bank of Taiwan.Student loans in this semester：□ Reject(Each application should be accompanied by a NT$32 stamped addressed envelope for application rejection used) | Sanitation  Division |  |
| Military Service |  | Counseling Center | Fee Waiver:□ Yes, Continued□ No | Health Center | Student Insurance Acceptance:□Yes□NoSupplementary Student Insurance:\_\_\_\_\_ Academic Year \_\_\_\_\_\_\_ Semester \_\_\_\_\_\_ Refusal of Student insurance\_\_\_\_\_ Academic Year \_\_\_\_\_\_\_ Semester(Enclose a NT$32 stamped addressed envelope for mailed result). |
| Dean of Student Affairs |  | Accounting Office |  | Cashier Division | (Pay student insurance fee) |
| Ratified by the Dean of Academic Affairs |  |

Remarks:

1. If you change your mailing address or phone no., please inform Registrar Division, along with a stamped correct addressed envelope for mailed check.

2. Students who apply for student loans should submit this form to Accounting Office for counting fees and pay the fees at Cashier Division. Upon approval a suspension certificate or transfer certificate will be issued to the students. After completed all procedures, please send one copy to the Accounting Office.

3. Students who apply for a refund should enclose the tuition fee payment slip to Accounting Office to calculate the refund fee. Upon approval, a copy of the refund application form and tuition fee receipt should be sent to the Accounting Office**.**