

# Tamkang University Suspension of Study Application Form ( )籍休\_\_\_\_\_號

Chinese Name	Student ID No.	Department /Grade/ Class	<input type="checkbox"/> Doctoral Program <input type="checkbox"/> Master's Program <input type="checkbox"/> Executive Master's Program <input type="checkbox"/> Undergraduate <input type="checkbox"/> The Bachelor Program of Extension Education	Department/Institute	Division   Grade   Class
Reason for Suspension	Date of Birth yyyy/mm/dd	Gender	Address		
Suspension of Study Period	<input type="checkbox"/> one semester <input type="checkbox"/> two semester ( ) to ( )	Tel.	Payment Status	<input type="checkbox"/> Paid <input type="checkbox"/> Applied for Student Loan	
Required Documents	(1) Student ID Card(or National ID Card)   (2) Parents Consent Form				

謹 陳(簽章後·請務必加註日期)

系所助理 (Department Assistant)	月 日	導師 (Instructor)	月 日	系主任 (Dean Of Department)	月 日	境外生輔導組 (Overseas Student T1001)	月 日
生輔組 Guidance Section	就學貸款 Student Loan (B402)	學生團體保險 Student Group Insurance (B402)	就學獎補助 Scholarship and Subsidy (B421)	原資中心 (Indigenous Student B423)	特殊教育資源中心 (身障生 Students with Disabilities B125)	月 日	月 日
財務處 Office of Finance(G401)	To protect the student's refund rights, please complete the procedure within 7 days from the application date (including the application day) If delays occur due to personal reasons, the actual date of completion will be used as the base date for calculations.						
圖書館 Library (Counter at 2 <sup>nd</sup> Floor)	月 日	住輔組 (博士班及碩專班免) Sungtao Hall Z2200 (Exempt for PhD and Executive Master's Program students)	月 日	教務處註冊課務發展中心 Center for Registration-Curriculum Development (A212)	月 日	月 日	月 日

All units listed in the table above must sign off (PhD students and Extension Master's Program students are not required to obtain approval from the Student Housing Section; non-overseas students/non-indigenous students/ non-students with disabilities are not required to obtain approval from International and Mainland Students Guidance Section, Indigenous Resource Center, or Resource Center of Special Education).

\*In accordance with the university's personal data management regulations, all personal data provided on this form will only be used for administrative purposes and will be destroyed upon the expiration of the retention period.

表單編號：ATRX-Q03-001-FM082-02

To Whom It May Concern,

( )籍休\_\_\_\_\_號

Student name \_\_\_\_\_ enrolled in our school in the following program  PhD Program  Master's Program  Executive Master's Program  Undergraduate  The Bachelor Program of Extension Education \_\_\_\_\_ department/Institute \_\_\_\_\_ division \_\_\_\_\_ grade \_\_\_\_\_ class, student ID No. \_\_\_\_\_ has applied for a leave of absence (from the \_\_\_\_\_ academic year \_\_\_\_\_ semester to the \_\_\_\_\_ academic year \_\_\_\_\_ semester), which has been duly approved. The student is to complete registration and resume studies by the \_\_\_\_\_ academic year \_\_\_\_\_ semester.

Sincerely, Parent/Guardian

From Tamkang University, Office of Academic Affairs, Center for Registration-Curriculum Development

### Important Notes :

- Students who have been approved for deferred conscription or postponed summons must complete withdrawal procedures within 30 days of the leave or withdrawal date in accordance with regulations.
- According to "TKU Study Regulations": (1) The time limit for graduation only accounts for the length of time in which students are studying at TKU. Deferment of study is not included in such calculations. (2) Apart from students from the Department of Architecture whose degree duration is five years respectively, students from all other bachelor-level programs should finish their degree within four years. However, the time limit for degree completion may be extended for an extra two years. The duration of study for master's and doctoral students is detailed in Article 44 of the "TKU Study Regulations". (3) Students who exceed the duration of time allocated for deferment of study without applying to resume study will be subject to withdrawal. (4) The maximum duration of granted deferment is two years. However, students applying for deferment of study due to compulsory military service, pregnancy, childbirth, or provision of care for a child under three years old must submit related documents of proof. Above for those reasons will not count towards time restrictions on the maximum duration of deferment.
- To apply for a refund, present the bottom portion of this form, the tuition receipt, and your personal bank account details to the Finance Office (Ext. 2067). Refund standards are as follows (calculated according to the university's official calendar): (1) No payment is required if the leave is processed before the registration deadline. (2) After the registration deadline but before the start of classes, two-thirds of tuition/credit fees are refunded, and all other fees are fully refunded. For credit-based tuition systems, two-thirds of miscellaneous fees are refunded, and all other fees are fully refunded. (3) Within the first third of the semester, two-thirds of tuition/credit fees, miscellaneous fees, and all other fees are refunded. (4) After the first third but within the first two-thirds of the semester, one-third of tuition/credit fees, miscellaneous fees, and all other fees are refunded. (5) After two-thirds of the semester, no fees are refunded.
- Student Group Insurance Refund Standards are below: For the first semester, a full refund is provided if the request is made before October 31. No refund is given starting November 1<sup>st</sup>. For the second semester, a full refund is provided if the request is made before March 31. No refund is given starting April 1. Students on leave due to illness or injury, or those with specific needs, may retain their student group insurance by applying at the Guidance Section(B402) at the beginning of the semester.
- Overseas students must report to the International and Mainland Students Guidance Section after completing the procedure.

學生 \_\_\_\_\_ 就讀本校  博士班  碩士班  碩士在職專班  日間學士班  進修學士班

申請日期(承辦人填寫)： \_\_\_\_\_ 年 月 日

\_\_\_\_\_ 系/所 \_\_\_\_\_ 組 \_\_\_\_\_ 年級 \_\_\_\_\_ 班學號 \_\_\_\_\_

完成日期(承辦人簽章)：

申請休學業經核准，請准予退費。  
此致 財務處

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