

# Tamkang University Withdrawal of Study Application Form ( )籍退\_\_\_\_\_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 Withdraw	<input type="checkbox"/> Uncompletion of studies <input type="checkbox"/> Expired Suspension <input type="checkbox"/> other: _____	Date of Birth	yyyy/mm/dd	Gender	Address
Year of Withdrawal	Academic Year _____ Semester _____	Tel.		Payment Status	<input type="checkbox"/> Paid <input type="checkbox"/> Applied for Student Loan
Required Documents	(1) Student ID Card    (2) Parental Consent for Voluntary Withdrawal				

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)	視障資源中心 (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(未住宿者免) Sungtao Hall Z2200 (Exempt for non-residents)		月 日	教務處註冊課務發展中心 Center for Registration-Curriculum Development (A212)		月 日

All units listed in the table above must sign off (Exempt for non-residents 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 for the Visually Impaired ).

\*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-FM083-01

To Whom It May Concern,

( )籍退\_\_\_\_\_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 withdrawal, which has been approved. Please take note accordingly.

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": Students who have already completed at least one semester before being expelled may apply for a Certificate of Completed Credits of Transfer of Study Certificate after completing all relevant withdrawal procedures. Those meeting these conditions may apply to the Center for Registration-Curriculum Development with this form.
- 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. (6) For newly admitted first-year students or transfer students subject to the replacement policy, if withdrawing before the end of the admission period, a 5% administrative fee will be deducted, and the remaining amount will be fully 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 ☐ 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 \_\_\_\_\_

☐ 是 ☐ 否為遞補制度之新生及轉學生

申請休學業經核准，請准予退費。  
此致 財務處

完成日期(承辦人簽章)：

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