

National Taipei University of Education, Office of Continuing and Extension Education Application Form for Suspension of Studies

Night school & weekend classes: Application for suspension of studies for academic year ____ semester ____

Summer courses: Application for suspension of summer courses for academic year ____

Application date: / / (YYYY/MM/DD)

Student ID No.		Department and class	
Name		E-mail	
ID No.			
Contact number	Office	Home	Mobile number
Current address	Postal code □□□-□□		

Application remarks:

- I. **The application for suspension of studies for every academic year is due in the 16th week of the university's calendar. Requests submitted after the deadline will not be accepted.** Applications are only accepted through on-campus submission, fax (02-2736-4163), or registered mail. For mail-in applications, please **indicate "To Center of Continuing Education" and "Application for suspension of studies"** on the envelope. Additionally, please also call to confirm the mail or fax (02-66396688#82203) is received to prevent any issues with the application and refund processes.
- II. **For those applying for suspension due to pregnancy, childbirth, or caring for children under three years old, the suspension period will not be included in the regular suspension period.**
- III. **After the suspension period expires, the enrollment status will be automatically changed to resumed enrollment. Students should complete registration procedures, including payment and course enrollment according to the prescribed timeline before the new semester begins. Failure to complete registration and fee payment by the deadline will result in dismissal from the university.** If an extension of the suspension is required, one should submit an application to the Center of Continuing Education.
- IV. **New students:** To apply for suspension of studies, new students must complete payment of tuition and miscellaneous fees before the registration day (inclusive). Full tuition and miscellaneous fees will be refunded if the suspension is applied before the new student registration day. **Current students:** Students applying for suspension on the first day (inclusive) of new semester will be exempt from paying tuition and miscellaneous fees. Applicants who apply one day after the first day of new semester will need to complete payment before applying for suspension of studies.
- V. For those applying for suspension **and requesting a refund, please do so within the current semester. Requests submitted after the deadline will not be accepted.** The calculation of the refund is based on the date the application is received by the handling officer. **To facilitate the refund process, please submit 1. refund application form; 2. original receipt or proof of payment; and 3. copy of passbook cover of bank account receiving the refund.**
- VI. Students in their third year and above **applying for suspension of studies:** Please bring your student ID card to the Center of Continuing Education to extend the digital student concession ticket. Each extension is valid for one year. Failure to do before the prescribed deadline will result in regular fare charges.

Reasons for suspension	<input type="checkbox"/> Retaking examination	<input type="checkbox"/> Thesis/dissertation is not completed yet	<input type="checkbox"/> Little interest in major	<input type="checkbox"/> Going abroad	<input type="checkbox"/> Occupational reasons	<input type="checkbox"/> Financial reasons	<input type="checkbox"/> Academic performance
	<input type="checkbox"/> Illness	<input type="checkbox"/> Injury/disease of family member		<input type="checkbox"/> Other (please specify)_____			
	<p>The following reasons will not be included in the prescribed period of suspension, and supporting documents should be attached: (If the following evidence is in photocopy, please indicate " As per the original," and sign on each page.)</p> <p><input type="checkbox"/> Pregnancy (Maternal handbook [including the expectant mother's name on the cover and information of the estimated due date])</p> <p><input type="checkbox"/> Childbirth and raising children under three years old (original copy of household registration transcript or copy of household certificate)</p>						

Application period for suspension of studies	<input type="checkbox"/> For students of night school and weekend classes (please select) Measured in semester , with a maximum of four semesters .	<input type="checkbox"/> For students of summer courses (please select) Measured in semester , with a maximum of two semesters .
	Suspension of studies for ___ semester(s) starting from academic year ___, semester _____. Resume studies automatically in academic year ___, semester _____.	Suspension of summer courses for ___ summer term(s) starting from academic year ___; resume studies automatically in academic year _____.

Applicant's signature

____/____/____ (YYYY/MM/DD) Including this application, the total suspension of studies accumulates to ___ semester(s)/summer term(s).

Handling officer of department/institute	Mentor or advising professor	Department/Institute Chair	Library
	No signature required if not applicable		
Center of Continuing Education		Date of receipt: ____/____/____ (YYYY/MM/DD)	Director of Center of Continuing Education
Regulations for payment (refund) related to suspension: 1. [Payment] <input type="checkbox"/> No payment required (before the first day of semester) <input type="checkbox"/> Full amount <input type="checkbox"/> 2/3 <input type="checkbox"/> 1/3 of payment required as per regulations 2. [Refund] <input type="checkbox"/> No refund will be made (if more than 2/3 of the semester has lapsed) <input type="checkbox"/> Full amount <input type="checkbox"/> 2/3 <input type="checkbox"/> 1/3 of refund will be made as per regulations Payment (refund) amount: _____ Verified by handling officer:	Tuition concessions Tuition concessions have been applied for <u>in the current semester</u> <input type="checkbox"/> Yes <input type="checkbox"/> No (Status: _____) Student loan A student loan has been applied for during period of studies <input type="checkbox"/> Yes <input type="checkbox"/> No Verified by handling officer:	Payment status of tuition and miscellaneous fees (credit fees) <input type="checkbox"/> Payment not yet made for current semester. <input type="checkbox"/> Payment has been paid for current semester. Payment amount: _____ [Attach proof of payment or receipt] Verified by handling officer:	Director of Office of Continuing and Extension Education

Registration on the academic system has been completed and verified by the handling officer:
 Date: ____/____/____ (YYYY/MM/DD)