

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

- Night school & weekend classes: Application for withdrawal of studies starting academic year ____ semester ____
- Summer courses: Application for withdrawal of summer courses starting 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. Students applying for withdrawal of studies must first complete this application form, fulfill the required procedures upon approval, and submit the form to the Center of Continuing Education to finalize the process.
- II. Applicants should return their student ID card. Before returning, please fill in the refund information online (university home page → Administrative Departments → Office of Continuing and Extension Education → Center of Continuing Education → Student ID Services → Report Lost Card). The system will send a notification to the EasyCard Corporation. After deducting the handling fee, the remaining balance will be transferred directly into your designated account. If not returned, the center will deactivate the card, and no refund will be made. Please be mindful of your rights.**
- III. For withdrawing students who are requesting a refund, please do so during the current semester (or summer term). Requests submitted after the deadline will not be accepted. **The refund is calculated based on the date the application is received by the handling officer.** To facilitate the refund process, please submit **1. refund application form; 2. copy of proof of payment, 3. copy of passbook cover of bank account receiving the refund.**
- IV. For those requesting a certificate of study, please complete the application form separately and pay the required fee in accordance with the regulations.

Reasons for withdrawal	<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"/> Pregnancy	<input type="checkbox"/> Caring for newborn
	<input type="checkbox"/> Illness	<input type="checkbox"/> Family matters	<input type="checkbox"/> Financial reasons	<input type="checkbox"/> Career planning	<input type="checkbox"/> Other (please specify): _____		

Period for withdrawal application	<input type="checkbox"/> For students of night school and weekend classes (please select) Withdrawal of studies starting from academic year ____, semester _____.	<input type="checkbox"/> For students of summer courses (please select) Withdrawal of summer courses starting from academic year _____.
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Applicant's signature _____ / ____ / ____ (YYYY/MM/DD)

Has the student ID card returned? Yes No
(If not returned, the center will deactivate the card and no refund will be made.)

Affidavit for lost card
 I hereby confirm the loss of my student ID card in good faith, and agree to the university's decision to deactivate (invalidate) my student ID card. If any false information is provided, I am willing to bear all responsibilities.

Declared by _____ / ____ / ____ (YYYY/MM/DD)

For EasyCard refund (**for those who have already topped up the card, or have not submitted the affidavit**), please go to the university home page → Administrative Departments → Office of Continuing and Extension Education → Student ID Services → Reissue of Lost Card (the account name and password are the same as the academic affairs and teacher training system) → Report Lost Card → complete the application form for reporting lost card.

Please note: Those who haven't completed the form online will be considered as forfeiting the remaining balance on the card.

* For any remaining balance, EasyCard Corporation will issue and send a "Notification of EasyCard Processing" to the mailing address provided when the report of lost card is filed online. Please bring this notification and your identification documents to the customer service counter at any MRT station to process a refund.

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 in the current semester <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)