

## **"Suspension/Dropout" Application Method Description:**

- 一、 From the first semester of the 2018 academic year, students who apply for suspension/ dropout should apply to the "Student System". Please print the application form for suspension/dropout after application by yourself. The Registration and Curriculum Section will no longer provide "hard copy".
- 二、 After printed the application form for suspension/dropout, please go to the unit of which field unmark "pass" to seal it and buy NT\$30 self-addressed stamped envelope from the post office and submit it to the Registration and Curriculum Section to complete the application procedure.

### **Application Date and Payment Instructions**

- 1. Start from August 1<sup>st</sup> to the school opening day every year. The applicant doesn't need to pay any fee if his/her application is during the period as mentioned above and a refund shall be provided for tuition already paid.**
- 2. After the first day of school, tuition shall be paid one-third fee first and then apply for suspension/dropout procedure. About the school opening day, please check the calendar of the current academic year.**

Please go to the web page of Accounting Office for inquiries tuition and miscellaneous fee refund standards.

From the first week to the sixth week, Two-third of the fee will be refunded to the applicant who have already paid.

From the seventh week to the twelfth week, One-third of the fee will be refunded to the applicant who have already paid.

From the thirteenth week, no any fees will be refunded to the applicant who have already paid.

If you have any questions about tuition and miscellaneous fee refund, please contact "Accounting Office, ext. 1061".

# "Suspension/Dropout" Application for Student System

1. Please log in Student System on the internet.
2. Please choose「申請作業 Application Method」→「休退學申請 Suspension/Dropout Application」

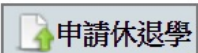


3. After reading the application notes, choose  我已了解以上注意事項

4. Next, choose whether to apply for 「休學 Suspension」 or 「退學 Dropout」.

After selecting, click 「申請休退學 Suspension/Dropout Application」

請選擇  休學  退學



5. Dropout: please choose 「休學期數 Number of Suspension semesters」 → 「申辦原因 Reason for Application」 → 「送出申請資料 Submit Application Information」 → 「列印申請表 Print Application Form」

Please print the application form for suspension/dropout by yourself, **and then submit it to the Registration and Curriculum Section to complete the dropout procedure. After completing the sign and seal of each unit, the dropout procedure is completed.**

休學期數	一學期 學期
申辦原因	自 106 學年度 第 1 學期 起 至 106 學年度 第 1 學期 止
	休學原因 學位論文研究需要

送出申請資料

6. Suspension: please choose 「是否有讀完一學期 Whether finished study for one semester」 → 「申辦原因 Reason for Application」, → 「送出申請資料 Submit Application Information」 → 「列印申請表 Print Application Form」

Please print the application form for suspension/dropout by yourself, **and then submit it to the Registration and Curriculum Section to complete the suspension procedure. After completing the sign and seal of each unit, the suspension procedure is completed.**

退學時間	106 學年度 第 1 學期
在長榮大學是否有讀完一學期以上	<input checked="" type="radio"/> 是 <input type="radio"/> 否
申辦原因	退學原因 <input type="text" value="志趣不合"/>

送出申請資料

**Note Specially: Please check the academic year and semester of the application (for example: the first semester of 2017 academic year) whether is correct. If it is wrong, it will lead to no grade for this semester.**