

National Taiwan Normal University

Application for Leave of Absence (Including School Leaving Procedures)

I. Applicant Personal Details (申請人基本資料)

Student / Dept. & Inst. (學生 / 系所)	Department / Graduate Institute of History 歷史學系	Student ID No. (學號)	
Name (姓名)		Division / Group (組別)	
Degree Program (班別)	☐ Undergraduate (學士班) ☐ Master's (碩士班) ☐ PhD (博士班)		
Grade / Year & Session (年級與學制)	Grade (年級): _____ Class (班): _____ Session: ☐ Summer (暑期班) ☐ Evening (夜間班) ☐ Weekend (週末班) ☐ Regular (一般班)		
Gov-Sponsored Student? (是否為公費生)	☐ Yes (是) ☐ No (否)	Current Status (在學狀態)	☐ Currently Enrolled (在學) ☐ On Leave, applying to extend (休學中, 辦理繼續休學)
Contact Information (聯絡資訊)	Address (地址): _____ Tel (Home) (電話-家): _____ Office (公): _____ Mobile (手機): _____ E-mail: _____		

II. Details & Reasons for Leave of Absence (休學期間與原因)

Leave Period (休學期間)	Applying for leave from the _____ Semester of Academic Year _____ for a total of _____ semesters. Scheduled automatic reinstatement semester: Academic Year _____ Semester _____
Reason for Leave (休學原因) *Note: Leave is semester-based, up to 2 years in principle.	☐ Retaking exam/Transfer (重考轉學) ☐ Unaligned interest/Misfit (志趣不合適應不佳) ☐ Studying abroad (出國進修) ☐ Unfinished thesis/dissertation (論文未完成) ☐ Work / Internship (工作實習) ☐ Financial difficulties (經濟困難) ☐ Family matters (處理家務) ☐ Health reasons (健康因素) *(Please attach proof)

Special Reasons**(Exempt from limit)****(以下原因不計入休學年限, 需檢附證明)**☐ Military Service (服兵役)☐ Pregnancy, Childbirth, or Parenting of children under age 3
(懷孕、分娩或撫育3歲以下子女)**Applicant's Signature/Seal (申請人簽章):** _____**Parent's Signature (Required if under 20) (本國未滿20歲者, 另請家長簽章):** _____**Date of Application (申請日期):** Year _____ Month _____ Day _____

III. School Leaving Procedures & Department/University Sign-offs (離校手續各單位會辦簽章)

Official Review and Approval Routing (各單位簽章會辦)		
(1) Academic/Career Advisor or Thesis Advisor (指導教授/學術導師) Signature/Seal: _____ Date: Year ____ Month ____ Day ____	(2) Department Library (系所圖書館) *Must return all books Signature/Seal: _____ Date: Year ____ Month ____ Day ____	(3) Department/Graduate Program Office (系所/學位學程辦公室) Signature/Seal: _____ Date: Year ____ Month ____ Day ____
(4) Department Chair / Institute Director (系主任/所長) Signature/Seal: _____ Date: Year ____ Month ____ Day ____	(5) Dedicated Mentor (專責導師) *Graduate students are exempt Signature/Seal: _____ Date: Year ____ Month ____ Day ____	(6) University Library (學校圖書館) *Must clear books/fines Signature/Seal: _____ Date: Year ____ Month ____ Day ____
(7) Office of International Affairs (國際學生事務處) *Non-Int'l/Expatriate students exempt Signature/Seal: _____ Date: Year ____ Month ____ Day ____	(8) Health Center (健康中心) *Only if applying for health reasons Signature/Seal: _____ Date: Year ____ Month ____ Day ____	(9) Student Life Division (生活輔導組) *Only for those with student loans Signature/Seal: _____ Date: Year ____ Month ____ Day ____
(10) Office of Academic Affairs (教務處註冊組、研教組、公館校區聯合辦公室) ■ Student Registration Status Note (學籍註記欄): ☐ Cancellation (取消): Tuition waived or must clear full amount to refund. Staff: _____ Date: _____ ☐ Retention (保留): (Before bank disbursement, must provide Family Income Statement). Staff: _____ Signature/Seal of Academic Affairs: _____ Date: Year ____ Month ____ Day ____		

IV. Important Guidelines & Student Rights (休學生使用學校資源權益應知事項)

1. Leave of absence application before or on the first day of class is exempt from tuition and fees. Applications submitted after the start of class must complete the payment first prior to suspension of study (for refund standards, please refer to the University's Tuitions and Fees Refund Table).
2. Upon the expiration of the leave of absence, reinstatement is automatic. Failure to pay tuition or select courses by the deadline will result in dismissal from the university. For extension of leave, a formal application must be submitted to the Office of Academic Affairs before registration.
3. Student Group Insurance: The insurance remains valid until the end of the applying semester. For continuous suspension or suspension before registration, students who wish to maintain coverage must apply and pay at the Student Life Division one week prior to the registration date.

4. On-campus Dormitory: Dormitory residents must move out of the dormitory within 7 days (2 weeks for overseas Chinese students) after receiving the approval notice.
5. Parking: From the effective date of leave, promotional/discounted parking is no longer available. Students with regular discount parking must apply for refund at the Athletic Field Underground Parking Office. (Office of General Affairs)
6. Book Borrowing: Library accounts must be cleared of books and outstanding fines before leave is processed. Suspended students may enter the library with valid ID, but cannot borrow books. To borrow, students may apply for a 'Suspension Book Borrowing Card' at the desk with a NT\$2,000 security deposit to borrow up to 15 books for 1 month and access e-resources on campus.
7. Expatriate/International Students: The residence permit will be revoked according to law once the reason for residency (study) ceases. Health insurance eligibility is lost, and excess premiums will be refunded, whereas group insurance premiums are non-refundable. Work permits must be returned, and scholarships will be suspended.
8. Mainland Chinese Students: Mainland students must leave Taiwan within 10 days of the suspension's effective date, and must convert multiple-entry permits to single-entry. Group insurance premiums are non-refundable.