

# Application Form of Forced Withdrawal, I-Shou University

Date : (YY/MM/DD)

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|                     |                                                                                                                                                                                                                                                                                                            |      |                                                                                                                                                                            |     |                               |
|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-------------------------------|
| Student ID          |                                                                                                                                                                                                                                                                                                            | Name |                                                                                                                                                                            | Tel | 本人 Student :<br>家長 Parent :   |
| College & Dept.     | /College                                                                                                                                                                                                                                                                                                   |      | <input type="checkbox"/> Ph.D. Program: ____-grade<br><input type="checkbox"/> Master Program: ____-grade<br><input type="checkbox"/> Undergraduate: ____-grade Class ____ |     |                               |
| Reason              | <input type="checkbox"/> The students do not obtain enough credits by the end of the maximum study period.<br><input type="checkbox"/> The student did not enroll when the suspension of studies ended.<br><input type="checkbox"/> The Student did not register.<br><input type="checkbox"/> Other _____. |      |                                                                                                                                                                            |     |                               |
| Mailing Address     | □□□                                                                                                                                                                                                                                                                                                        |      |                                                                                                                                                                            |     |                               |
| Withdrawal Semester | _____學年度/Academic Year 第_____學期/Semester                                                                                                                                                                                                                                                                   |      |                                                                                                                                                                            |     |                               |
| Required Documents  | <input type="checkbox"/> Declaration(Student ID Card)<br><input type="checkbox"/> A registered prepaid envelope with the name and address of the receiver. ( <input type="checkbox"/> not required if taking the certificate of suspension of study in person.)                                            |      |                                                                                                                                                                            |     |                               |
| Notes               | Students who has completed one semester and got credits will be conferred the Certificate of Study Incompletion after the withdrawal procedure is done.                                                                                                                                                    |      |                                                                                                                                                                            |     |                               |
| Ratified by         | Clerk                                                                                                                                                                                                                                                                                                      |      | Student Campus Life Guidance Section                                                                                                                                       |     | Director of Registrar Section |
|                     |                                                                                                                                                                                                                                                                                                            |      | Tuition Reduction Status                                                                                                                                                   |     |                               |
|                     | Deputy Dean of Academic Affairs                                                                                                                                                                                                                                                                            |      | Approval                                                                                                                                                                   |     |                               |
|                     |                                                                                                                                                                                                                                                                                                            |      |                                                                                                                                                                            |     |                               |

## Leaving School Procedures

It should be kept for 5 years

| Office                                                                              | Signature    | 注意事項：<br>Notes:<br>1.To staff: On receiving this form, please do not sign if the students leave anything undone, such as unpaid fees or unreturned items.<br>2.After all the offices sign/seal and write down the dates, please return this form to the Registrar Section. |
|-------------------------------------------------------------------------------------|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| General Affairs Section<br>(1st floor of Administration Building)                   |              |                                                                                                                                                                                                                                                                            |
| Library (2nd floor of Technology Building)                                          |              |                                                                                                                                                                                                                                                                            |
| Students Housing Section<br>(next to the Management Office of the Males' Dormitory) |              |                                                                                                                                                                                                                                                                            |
| Student Campus Life Guidance Section (on the 1st floor of the Teaching Building)    | Perquisites  |                                                                                                                                                                                                                                                                            |
|                                                                                     | Dorm Manager |                                                                                                                                                                                                                                                                            |
| Cashier Section<br>(1st floor of Administration Building)                           |              |                                                                                                                                                                                                                                                                            |

# **I-SHOU UNIVERSITY**

## **Declaration**

I, \_\_\_\_\_ (Student No.: \_\_\_\_\_), a student of the Department of \_\_\_\_\_, do fully understand that my iPass student ID card will become an anonymous general card after I have withdrawn from the University / I have been expelled from the University, and, therefore, no report of loss or claim for refund after loss is available, and this card can no longer be used as proof of student status.

To

Registration Section, Office of Academic Affairs

Signature:

Address:

Date:                                /                                /                                (y/m/d)