**{0>休 學 申 請 表<}100{>Application Form for Suspending Schooling of DYU**

Application Date(YYYY/MM/DD):

Student ID No.: Name: Department： Grade： Class：

Gender：□Male □Female Degree：□PH.D □Master □Bachelor □Others\_\_\_\_\_\_\_\_\_\_

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| Period of Suspending Schooling :From Year Month To Year Month (I will return to school on Semester) | | | | | | | | | |
| Phone Number: | | | Cellphone Number: | | | | | | |
| Applicant Signature: (Relation： ) | | | | Guardian Signature:  **(Guardian must sign & agree if age under 20）** | | | | | Age older than 20?  □Yes □No |
| Correspondence Address : | | | | | | | | | |
| **Reasons for Request Suspending Schooling（Multiple Choices）：** | | | | | | | | | |
| □1.Pregnant  □2.Baby Caring  □3.Health Reason - Illness  □4.Health Reason - Accident  □5.Thesis Factor  □6.Absent Course  □7.Academic Reasons | | □8.Economics Reasons  □9.Working Reasons  □10.Family Reasons  □11.Family Injured  □12.Maladaptive  □13.Less Interested in Major  □14.Study Abroad | | | | □15.Preparing Exams/Training  □16.Military Reasons  □17.Expiration of Length of Schooling  □18.Re-Examine  □19.School Transfer,(School Name)  □20.Others： | | | |
| **Care Record with Teacher of Mentorship and Reasons of Suspending Schooling**  • Date of Interaction between Student and Teacher：MM/DD ,Time：  • Date of Home Visiting/Communication (Only for Bachelor)：MM/DD ,Time： ,Location：  • Main Reason of Suspending Schooling**：** （Filled in Code）,**Minor Reasons**  、 （Filled in Code）  • Brief Description of Relevant Records（Required）：  **Signature of Teacher**: | | | | | | | | | |
| **Signature of Department Assistant** | | **Signature of Department Head**  （Must be Approved after got Teacher’s signature） | | | | | **Signature of College Dean** | | |
| **Hygiene & Health Care Section**  (M301,the Activity Center)  Do you want to be bound to the insurance of student safety?  □Yes, I do.  □No, I do not. (The form of agreement certificate can be obtained from **Hygiene and health care section** or its website.)  **Signature:** | | **Life Guidance Section**(A113)  (1)Have you ever applied for school loan：  □NO □YES，＄  **Signature:** (2)Tuition and Miscellaneous Fees Exemption for this semester： □NO □YES  **Signature:** | | | | | **Library** | | |
| **Office of University Development and Quality Assurance** (A502)   * Must hand in Questionnaire ,except Master/PH.D | | |
| **Accounting Office**  (A301,the Administration Building) | **Person in Charge at**  **Registration Section** | | | | **Reviewed and Signed by Chief of Registration Section** | | | **Reviewed and Signed by Dean of Academic Affairs** | |

**Precautions：**

1.Application Period：Can apply for Suspending Schooling of Next Semester during Summer/Winter Vacation. The Latest Suspending Schooling Application should be Handled before the Final Exam of Semester

2.Application Procedure：Filled the Application Form, Finish Signing Process of All Relative Office, and Hand back to the Registration Section. Will Release Certification of Leave of Absence from Study after Being Approved. (Around 5 Working Days)

3.Apply for Suspending Schooling, can apply one-semester (year) or two academic years, maximum will be two academic years for a time. However, the Special Circumstances of the Extension may not exceed 6 Academic Years.

4.During the period of suspension from school, for the purpose of military, pregnancy, or baby caring (under three years of age), must attached the copy of the documentary evidence (such as a collection order, a mother's handbook, a birth certificate) could be applied to the school for extension of the suspension period. Would not counted in the number of suspension years.

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| Have this form signed by the following units after the application is approved: | | Remarks |
| Military Instrucor Office：  (Military Service) | Accounting Office:  （Refound） |