

Chang Gung University

Application for Suspension of Study

Date : / / (yy/mm/dd)

※Please complete this form and submit it within 5 working days.

Department. :		<input type="checkbox"/> Ph.D. Program <input type="checkbox"/> Master Program <input type="checkbox"/> Undergraduate : _____-Year Class _____	
Student ID :	Name :		Gender :
ARC No. :	Date of Birth (yy/mm/dd) : / /	Certified Documents :	
Cell phone :		E-mail Address :	
Period of Suspension : Total of Semesters: _____ From the _____ semester of the academic year _____ to the _____ semester of the academic year _____		Reason for suspension :	
Mailing Address :			
Suspension certificate		<input type="checkbox"/> Collected personally (The certificate will be available for collection within 5 working days of your submission if all the requirements are met.) <input type="checkbox"/> Sent by post (please enclose a stamped self-addressed envelope) <input type="checkbox"/> overseas dispatch (please enclose postage fees and envelopes)	
Applicant's Signature :			
※I hereby declare that the information provided in this application form is true and accurate.			

Department/College:

Clerk of the Department	Advisor	Chairperson of the Department	Dean of the College

Administrative Offices :

Office of Accounting	Office Of General Affairs Cashier	Library	Health Care Division
(Located on the 2 nd floor of the First Medical Science Building)	(Located on the 2 nd floor of the First Medical Science Building)	All checked-out items have been returned.	(Located on the 1 st floor of the Student Activity Center)
Office of Physical Education	Student Housing Division	Student Financial Aid Division	Office of International Affairs
(Located on the 1 st floor of the Student Activity Center)	(Located on the 2 nd floor of the Student Activity Center)	(Located on the 2 nd floor of the Student Activity Center)	(Located on the 10 th floor of the Management Building)

Ratification :

Section of Registry	Registrar	Dean of Academic Affairs
(Located on the 2 nd floor of the First Medical Science Building)		

Notes:

1. The application procedure should be completed before the final exam of each semester scheduled on the school calendar. 休學手續應於校曆明訂之學期考試前辦妥。
2. If the application for suspension of studies is approved, scores received during the period of suspension will not be counted. 如休學申請經核准，學生在休學學期內所修習課程成績概不計算。
3. With supporting documents, students may apply for planned leave due to pregnancy, childbirth, or maternity; this leave will not count towards the maximum time allowed for planned leave. Students can apply for planned leave due to either pregnancy or childbirth but this leave of absence is limited to the time of pregnancy or childbirth. Maternity leave is granted to students with children under the age of three years old. 學生因懷孕、生產、哺育三歲以下子女得檢具相關證明文件，申請休學，其休學期間不列入休學年限。
4. Students will be expelled if they do not apply for either resuming school studies or postponing the suspension when it expires. 休學期滿逾期未復學或未展延休學者，應予退學。
5. If the applicant is eligible for refund, he/she will receive a refund back to his/her bank account. 符合退費者，退至銀行帳戶。