

Wenzao Ursuline University of Languages

Regulations Governing Student Suspension and Resumption

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Article I Student suspensions shall be divided into disciplinary and voluntary suspensions.

Article II The student shall be asked to take a voluntary suspension under one of the following circumstances:

1. The number of absences (including personal leave, sick leave, menstrual leave, official leave, bereavement leave, wedding leave, paternity leave, and unexcused leave; not including maternity leave and miscarriage leave) exceeds 1/3 of the total class hours (including midterm and final exam) of a semester. This rule does not apply to students of the Continuing Education Division
2. A suspension decision is reached by the Students Affairs Committee Meeting
3. The student is a delayed graduation student and has failed to complete the course selection procedures before the deadline of the add/drop period.
4. The student is frail or has serious illness and has provided proof from the university doctor or a public hospital proving that suspension is necessary.

Article III A student in one of the following circumstances can apply for suspension:

1. The student suffers from illness and requires long-term care and treatment.
2. The student's family has encountered a major accident or a family disaster.
3. The student has served in the military or has no military obligation, and he/she needs to extend the permitted period of study to take or retake a course in the following semester, but the course is not offered. (Students who apply for delayed military service shall register and shall select at least one course.)
4. The student needs to apply for suspension due to his/her job.
5. The student needs to apply for suspension due to special circumstances.

Article IV Students shall apply for suspension in the middle of the semester and no later than the final exam (including the final exam of graduating class). Late applications will not be

accepted.

Article V Students who apply for voluntary suspension shall prepare a letter of consent signed by a parent or legal guardian (No signature is needed for graduate school students and students over 20 years old in the Continuing Education Division) and shall complete the application procedures in person while accompanied by their parents. Suspension begins when students have completed all required school-leaving procedures.

Article VI The period of suspension is not included in the actual period of study.

Article VII During the period of suspension, students are not allowed to take or retake credits.

Article VIII During the voluntary suspension, students who are required to serve his military service shall submit his summon order in order to apply for an extension of his suspension. Such extension period will be excluded from the suspension time limit. The students can apply for resumption by submitting his discharge certificate after he completes his military service.

Article IX Students who wish to apply for a voluntary suspension due to pregnancy or delivery may apply for a suspension of up to one year. Students who wish to apply for a voluntary suspension in order to raise her child aged 3 or under may apply for a suspension until the day her child reaches the age of 3. A certificate issued by a NHI-contracted hospital or a Household Registration Transcript is required for application. Such a temporary suspension will be excluded from the suspension time limit.

For graduates of senior high schools who take part in the "Youth Education and Employment Saving Accounts Project", if the graduates apply for voluntary withdrawal after being admitted, the withdrawal period may last up to three years. This period will not be counted in the original period for voluntary withdrawal.

Article X One application of suspension is allowed per academic year. In principle, the total duration of suspension shall be limited to two academic years.

Article XI Voluntary withdrawal should last one semester or one academic year. In total, the period of voluntary withdrawal should not exceed two academic years. For students who apply for voluntary withdrawal during the semester, the grades received for the semester will not be counted.

Article XII Students who intend to resume study during the period of suspension shall provide the letter of consent from their parents or legal guardians (No signature is needed for students of graduate school and students over 20 years old in the Continuing Education Division) and follow administrative procedures to submit the application. Resumption begins when the application has been approved. Grades received in the semester of resumption will not be counted, but if the student has taken or re-taken courses offered in earlier grades or summer vacation, those grades shall be acknowledged. If the student has failed over half of the courses taken, a record shall be kept.

Article XIII When a suspended student resumes study, he/she shall resume the same year of studies in the same department; when a student applies for suspension in the middle of the semester and later resumes his/her study, he/she shall resume the same year of studies. If the original department has been changed or no longer exists, the student shall be guided to resume his/her studies in another suitable department and the graduation certificate shall state the original department. In principle, a student's term of study should follow the rules on the term of study applicable for the student's academic program.

Article XIV At the end of the suspension period, the student's parent or legal guardian shall prepare the application to resume study (No signature is needed for students of graduate school

and students over 20 years old in the Continuing Education Division) or to extend the suspension period. Failure to do so will result in automatic expulsion.

Article XV After withdrawal, students may apply to audit classes, but the student will not receive any grade and credit.

Article XVI After two years of suspension, the student may apply to extend the period of suspension with relevant proof and documents. If the application is approved after the completion of administrative procedures, the suspension period may be extended for a maximum of two years.

Article XVII The following principles shall be adhered to for matters related to refunds due to suspension and withdrawal:

1. For students who submit an application for suspension or withdrawal before or on the day of registration, no tuition needs to be paid. If tuition has been paid, the student will receive a full refund.
2. For students who submit the application for suspension or withdrawal after the registration day and before the day school begins, the refund will include $\frac{2}{3}$ of the tuition paid and all incidental fees. If the student has paid credit fees, the refund will include $\frac{2}{3}$ of the tuition (or credit fees) all incidental fees.
3. For students who submit the application for suspension or withdrawal after the day the school begins and before $\frac{1}{3}$ of the semester has been completed, the refund will include $\frac{2}{3}$ of the total sum of the tuition and all incidental fees. If the student has paid credit fees, the refund will include $\frac{2}{3}$ of the total sum of the tuition (or credit fees) and all incidental fees.
4. For students who submit the application for suspension or withdrawal after the day the school begins and before $\frac{2}{3}$ of the semester has been completed, the refund will include $\frac{1}{3}$ of the total sum of the tuition and all incidental fees. If the student has paid credit fees, the refund will include $\frac{1}{3}$ of the total sum of the tuition (or credit fees) and all incidental fees.
5. For students who submit the application for suspension or withdrawal after the day the school begins and after $\frac{2}{3}$ of the semester has been completed, no refund will not be given.

Article XVIII Any matters not stipulated herein shall be conducted in accordance with relevant laws and regulations.

Article XIX The Guidelines become effective after they are approved by the Academic Affairs Committee and ratified by the President. Revisions must follow the same procedures.