Wenzao Ursuline University of Languages Application for Change of Schooling Status ☐ Leave of Absence ☐ Discontinuance Day Division

Date:

								Date:	уууу	mm	dd			
System □2-Yes □5-Yes □Grade		□4-Year C □2-Year C □5-Year Ju □Graduate □In-service	ollege inior College Institute	Department		Studen No			Class					
Name	ame			Gender		Tel.(Cel	11							
Mailing a	add.			•	•	II · · · · /								
(to be filled in by registration		sem	ve of absence: From Semester academic year to Semester academic, totaling semesters, the cumulative leave of absence period is semesters. continuance: Semester academic year											
Note Applic Parents (signatur	eant	specifie studies apply (p the Uni 2. Accordinis/her absence a semes which a enrollm original relevant 3. Those where the seriod years) to degree. Early G	d period of time after the expirate blease refer to Paversity's Acadering to Article XII studies after least and in the same ter shall enroll it student shall enent in a suitable subject of studit program. Who choose to sure they have to study and they have to study of they wish to raduation Applies.	ill be sent and online announcements made in January and July. Please resume your studies as per regulations. According to the University's Academic Policies, those who fail to on of their leave of absence period will be considered as unwilling to study and expagraph A of Article XXII of the University's Academic Policies and Paragraph A of Article XXII of the University's Academic Policies and Paragraph A of Article Article XXII of the University's Academic Policies and Paragraph A of Article Policies for the Junior College Division). If of the Regulations Governing Student Leave of Absence and Reinstatement, when a stude of the Regulations Governing Student Leave of Absence and Reinstatement, when a stude of absence, he/she shall enroll in the consecutive year above the one completed before department (subject of study); those who resume their studies after being suspended in the same year as the one completed before leave of absence. If the department (subject oll when resuming his/her studies after leave of absence has been changed or cancelled, department (subject of study) shall be provided to him/her; however, he/she will hold a cafter completing his/her studies. His/her study period shall still comply with that spease spend their studies for a semester should pay attention to courses of the consecutive year of eight semesters (four years) to obtain a four-year college program degree, four are college program degree, and ten semesters (5 years) to obtain a five-year junior collegation for Undergraduates. Local Student					il to resume d expulsion of Article X a student res d before lead in the midd abject of studelled, guidan old a degree in the student specified in the student specified in the student specified in the student and student a	e their a shall EXI of sumes ave of dle of dy) in ace on in the in the study ers (2 ogram erning				
for postgraduate)		(II student	is to years old, no	**Please fill				w Inhabitant/the C	Inildren of	New Inhat	ontants			
			Grade : paced	emic grade	%1 lease IIII	111/2%								
Leav Abso Reason (s)		B. C. D. E. F. G. H.	participate in the MOE Touth Education and Employment Savings program											
	Discor c	ntinuan e E. F. G.	□A st grad Economic: □G Curriculum: Interest: □re- Personal Plann Student status Conduct Perfor	order for immediate expulsion(failed two thirds of the credits for two consecutive semesters) tudent's extended period of study has ended but he or she has not fulfilled the requirements for induation beconomic factor Curriculum design Teaching content Teaching method Cannot follow the schedule -examination Transfer Tinconsistent Interest -examination Transfer Tinconsistent Interest										

System	□2-Year College □5-Year Junior College □Graduate Institute □In-service graduate		Depart- ment		Student ID No			Class		
Name			Gender		Tel.(Cell phone)					
	-		<u> </u>	Application I	Procedure)				
			rocedure	s. (1)Registration S			→(3)Departn	nent C	hair→(4)Dean	
` '	an of Academic		Chain V	2)Door						
	cedures: (1)Dep working days			f application to the	ne Registrat	tion Sec	ction vou sh	all go	to the following	
				d return this form						
be consid	dered complete a	and the de	eparture p	procedures be finish	hed. Failure	to do so				
as aband	onment of the a	pplication		refund basis shall						
Please meet in the following order.										
1. Registra		2.Tuto	r (Please	fill in the meeting	ng situation	and th	e student's p	proble	m)	
Section(Ap	oply) on Building, 2F,									
A207	on building, 2F,									
						_				
				the meeting, which irs issue please cont			-		+2111) student	
		_		se contact group lea	~ -		~		+2111), student	
	stance (assessed by	□Depart	ment(Grad	duate Institute) □C	office of Acad			,		
Student Assista		□Office	of Studen		Others		Ι_			
3.Departn	nent Chair		4.Dean				5. Dean of Academic Affairs			
						Administration Building, 2F, A206				
				Ct. 1 E 't l	D1					
				Student Exit		T				
1. Student Assistance Section Administration Building, required.) 2. Military Ed Office(Femal		(Female st	Education nale students are not Administration Bui A123			4. Library Library, 1F, Counter		5. Accounting Office Zhishan Building, 12F, Z1201		
1F, A113										
6.Overseas Students 7.Indigenous student resource 8.Registration Section Staff 9.Registration Supervisor										
Section	center	(Not indig	igenous students Administration Building, 2			7.10gisuation Supervisor				
Zhengqi Hall, 1F, E106 are not required.) A207										
Notes Surrender or cancellation of student ID card Surrender cancellation										
Leave of	f Absence and ex	pulsion p	procedure	es and expulsion	procedures	s: :				
1.Student Assistance Section → 2.Military Education Office (Female students are not required.)→3.Health										

1.Student Assistance Section → 2.Military Education Office (Female students are not required.)→3.Health Section→4.Library→5.Accounting Office→6.Overseas Students Section (Signature of a student who is not an overseas student is not required.)7. Indigenous student resource center. (Not indigenous students are not required.)→8. Responsible staff of the Registration Section →9.Group Leader of the Registration Section.

Exit procedures:

□4-Year College

1. Health Section→2. Responsible staff of Registration Section→3. Group Leader of Registration Section. Students who suspend their studies can choose whether to add the "Student Safety Insurance". If they choose not to participate in the student insurance, please fill in the "Student Group Insurance Closing Form" to give up the rights and interests of the student group insurance.

Wenzao Ursuline University of Languages Affidavit of waive student group insurance

According to the regulations of the Ministry of Education in Taiwan (2015.12.28), school shall notify parents/guardian/spouse of the student's non-participation in this insurance in writing.

I(Class	s: Student ID:)have declined	d to join the stud	lent group
insurance since	_semester ofA	cademic year till_	_semester of	Academic
year due to Hea	lth Family	□Economic □W	ork Military	y service
Other	I'm willing to gi	ve up all rights of	claim settleme	nt with no
further argument	t.			
To Health section	n of Wenzao Ursuli	ne University of l	Languages	
Signature:	ID Number:	Mobile Phone:		
Signature of Paren	nt/Guardian/Spouse:	Phone N	Number:	
Address:				
Remark:				
		Date:		
Please fill in by ha	nd writing, DO NOT	type then print.	Serial NO.:	

- % Apply for leave of absence and expulsion procedures online or by postal, please choose one of the following methods to submit this form to Health section:
- 1. Postal Registered mail to 文藻外語大學衛生保健組 (807 高雄市三民區民族一路 900 號)
- 2. Fax: 07-347-4102. Please call 07-342-6031 ext.2245 to confirmed after faxed.

*The information in this form is for student group insurance only. According to the Personal Information Protection Law, the Health section is responsible for collect, using and keep the information for 3 years then destroy them on expiration.