

## **Wenzao Ursuline University of Languages**

### **Notices for Registration and Absence of Leave for Registration**

Approved at the Academic Affairs Committee on June 6, 2006

Ratified by the President on July 6, 2006

Approved at the Academic Affairs Committee on July 29, 2013

Ratified by the President on August 30, 2013

- I. The Notices for Registration and Absence of Leave for Registration (hereinafter referred to as the Notices) are established according to the Academic Policies of the University.
- II. Newly enrolled and existing students shall follow the rules on "Notice of Student Registration" to pay the tuition and complete registration procedures before the specified deadline. Students who cannot complete registration procedures before the deadline shall apply for leave of absence with relevant proof. Those approved may delay registration for up to two weeks.
- III. The enrollment status will be canceled for newly enrolled students who fail to complete registration procedures or who fail to apply for retainment of enrollment status before the deadline.
- IV. Existing students' failure to complete the registration procedures for two weeks will result in automatic expulsion. Students with special circumstances shall submit official documents and ask for approval from the chairperson of the student's department, the Director of the Accounting Office and academic affair authorities for an extension of the tuition payment deadline.
- V. Special circumstances referred to herein refer to the following:
  1. Students on approved official leave of absence.
  2. Overseas Chinese students and foreign students who cannot return to the University on time and who have asked their parents to apply in writing (entry permit shall be provided later as proof).
  3. The student's family has been subject to a force majeure event or accident, or an immediate family member has had a particular accident.
  4. Applicants who are not in one of the three above-mentioned circumstances, but have obtained prior approval.
- VI. The Notices become effective after they are approved by the Academic Affairs Committee and ratified by the President. Revisions must follow the same procedures.