

Wenzao Ursuline University of Languages Student Exit Procedural Guidelines

Approved at the Academic Affairs Meeting on December 19, 2023

Ratified by the President on January 5, 2024

1. The Wenzao Ursuline University of Languages Student Exit Procedural Guidelines (hereinafter “the Guidelines”) are enacted to standardize the procedures governing students who wish to suspend their studies, drop out of school, or exit the school upon graduation.
2. Students who wish to voluntarily suspend their studies or drop out of school shall visit the Registration Section of the Academic Affairs Office (Academic Affairs Section of the Continuing Education Department) and fill out the study suspension/school dropout application form. After completing the school exit procedure in accordance with relevant regulations, the students shall return the study suspension/school dropout application form and their student ID cards to the Registration Section, Office of Academic Affairs (Academic Affairs Section, Division of Continuing Education). For students who are unable to return the study suspension/school dropout application form and their student ID cards in person due to special circumstances, they may have another person act on behalf of them (given that a power of attorney is provided). Said person must bring his/her valid ID.
3. Students who are suspended or kicked out by the school will be notified by the school via registered mail in accordance with relevant regulations. The student suspension/kick out procedural form will be issued by the Registration Section of the Office of Academic Affairs (Academic Affairs Section of the Division of Continuing Education) directly. The suspension/kick out process is completed once the form is signed and confirmed by all relevant departments.
4. For students who are dropping out, if they have completed at least one semester of study at the school, have received grades, and have their student statuses officially approved, they may apply to the school for a certificate of study. However, students who have been expelled and whose student statuses have been revoked by the school are not eligible to apply for said certificate.
5. Students who are suspending their studies or dropping out of schools after paying the enrollment fees will be refunded said fees in accordance with the “Tuition and Miscellaneous Fee Charging Standards for Junior Colleges or Above” and “Tuition and Miscellaneous Fee Refund Standards for Junior Colleges or Above” promulgated by the Ministry of Education as well as the “Wenzao Ursuline University of Languages Tuition and Miscellaneous Fee Charging Standards.”
6. Students who meet the graduation requirements of their respective programs must

adhere to the following to complete their school exit procedures:

- (1) The time and methods for receiving diplomas for junior college and undergraduate students are determined according to the announcements made by the Registration Section, Office of Academic Affairs (Academic Affairs Section, Division of Continuing Education).
 - (2) Master's and in-service master's graduate students shall complete their school exit procedures at least one week before the start of the following semester after passing their degree exams.
 - (3) Eligible graduate students shall fill out the "Graduate Student Personal Information Confirmation Form" in the school's School Affairs Information System and complete the Graduate Student Exit Procedure.
 - (4) Graduate students who apply for graduation exits and who have passed the graduation requirement reviews will receive a diploma issued by the school. For students who meet the exit requirements of the school but not those of their respective departments, the departments shall provide relevant counseling or alternative measures and not improperly prohibit the issuance of said diploma.
7. When students have a creditor-debtor relationship with the school before exiting, the matter will be handled directly by the responsible departments in accordance with relevant regulations.
 8. For matters not covered by the Guidelines, they shall be processed in accordance with relevant regulations promulgated by the Ministry of Education and the school.
 9. The Guidelines are in effect once approved during the Academic Affairs Meeting and after they have been ratified by the president. The same principle applies when amendments are made.