

## Application for resumption and Continue suspension of schooling

### I. Application for resumption of school

(I)Date: 2025/02/03~2025/02/05

#### Ø Online application

Wenzao Website→Login in “Information Service”→”Application Module”→”Academic affairs applications”→”Application for resumption of schooling”→”Apply”, if you are under 18 years old, please upload the “Parental Consent” file.

#### Ø Face-to-face application :

Please come to registration section during office hours. (If you are under 18 years old, please bring the “Parental Consent” file.)

(II) You can log in the information service to print out the tuition payment after 7 days after the resumption application has been approved. (Extension students could print out the tuition payment after second online course adding/dropping)

Wenzao Website→Login in “Information Service”→”Payment”→”Print out the tuition payment ”

(III) After the resumption application has passed the approval, the curricular section will take the required courses for students. For general and elective courses, students are required to select courses online during second online course adding/dropping.

### II. Unable to return to school

(I)Continue suspension of schooling (1 year suspension of school)

#### 1-1 Online continue suspension of schooling

Wenzao Website→Login in “Information Service”→”Application Module”→”Academic affairs applications”→”Continue suspension of schooling”→”Apply”.

If you are under 18 years old, please upload the “Parental Consent” file. If you do not intend to join the group insurance, please upload the “Abandon of the Student Group Insurance Affidavit” file.

1-2 Face-to-face application :

Please come to registration section during office hours. (If you are under 18 years old, please bring the "Parental Consent" file.)

1-3 If you do not intend to join the group insurance, please bring the "Abandon of the Student Group Insurance Affidavit" file to health care section (#2242)

(II) Non-continuable (2 years suspension of school)

Please apply for "Discontinuance" in person or download the "Application for Change of Schooling Status" form from the registration section website. If you are under 18 years old, signature of parents is required. Mail the form to registration section. Here's the mailing address: 900 Mintsu 1st Road Kaohsiung 807, Taiwan R.O.C.

III. Applications for resumption, continuing suspension of schooling, or discontinuance from school must be signed by parents if applicants are under 20 years old. Those who do not sign the application or have not presented the parental consent are deemed to be incomplete for the application process.

IV. Manual of Application for Resumption and Continue Suspension of

Schooling For more details, please see the attachment or visit the registration section website at <https://d001.wzu.edu.tw/category/147266>

V. **Course selection schedule**, please see the attachment or visit the curriculum section website at -- <https://d002.wzu.edu.tw/>