



Application Form for Deferment of Study

Application Date: yr. mo. day

Name			Student ID No.		
Degree System	<input type="checkbox"/> Bachelor, Day Division <input type="checkbox"/> Bachelor, Ext. Education <input type="checkbox"/> Master <input type="checkbox"/> Master (Special) <input type="checkbox"/> Ph.D.		Department (Section) / Graduate School		
Year / Class	Year	Date of birth		yr.	mo. day
Telephone No.	()		Mobile phone No.		
Address	□ □ □				
Deferment of Study for Semester, Academic Year	_____ academic year	<input type="checkbox"/> Spring semester <input type="checkbox"/> Fall semester	Expected to return for	_____ academic year	<input type="checkbox"/> Spring semester <input type="checkbox"/> Fall semester
Reason(s) for deferment (Be sure to check and attach the relevant certificate)	<input type="checkbox"/> Seriously ill (submit a proof of the regional hospital or above). <input type="checkbox"/> Military Service Call (submit written proof of military service unit). <input type="checkbox"/> Student pregnancy (submit with clinic or hospital diagnosis document). <input type="checkbox"/> Poor family (family annual income less than NT\$ 600,000, applicant should submit the supporting documents of low-income households recently issued by National Tax Administration, Ministry of Finance or governmental agencies). <input type="checkbox"/> Other major incidents (submit relevant documents).			<input type="checkbox"/> attach parent's written consent (In-service Master program students and doctoral students are excluded) 【Please go to Office of Academic Affairs and ask for Application Form for Parent's Declaration of Consent, or download it from the web site of Registration Section 】	
※ Please help students applying for deferment of study in accordance with one of the required reasons listed above and attach documents supporting the reason. Should you have any questions please contact the Registration Section.					
(1) Tutor	(2) Head of Department	(3) Guidance and Counseling Section, Student Affairs	(4) Dormitory Section, Student Affairs	(5) Sanitation and Health Section, Student Affairs	(6) Office of Information and Communication Technology

FORM 13

<p>【Please be sure to fill in the contact results with parents】</p>		<input type="checkbox"/> School loans <input type="checkbox"/> Tuition waiver <input type="checkbox"/> Enter case for deferring military service call	<input type="checkbox"/> Dormitory	<input type="checkbox"/> Student Accident Insurance <input type="checkbox"/> Conditions qualified for the need of deferment of study * 1st Floor, Management Building	<input type="checkbox"/> Computer Account * 2nd Floor, Computer Science Building
(7) Library	(8) Maintenance Section, General Affairs Department	(9) Cashier Section, General Services	(10) Registration Section, Office of Academic Affairs	(11) Director, Registration Section	(12) Dean of Academic Affairs
<input type="checkbox"/> All books returned and late fees paid / Canceled the accounts of library cooperation and library consortium of central colleges <input type="checkbox"/> Database Account *2nd Floor, Administration Building,	<input type="checkbox"/> Items borrowed	<input type="checkbox"/> Refund, payment triplicate, Student Accident Insurance	<input type="checkbox"/> Register to Student Registration System <input type="checkbox"/> Mail the Certificate of Deferment of Study (Mail the notification upon approval.)		

Note:

- 1 Keep your own student ID.
- 2 To Apply for Deferment of Study, please prepare the related supporting documents and attach the written consent of parents or guardians, before processing the application.
- 3 The procedure: 『Complete the application form』 → 『Tutor's Signature』 → 『Department Head's Signature』 → 『Complete all the signatures of relevant school units』 → 『Registration Section, Office of Academic Affairs』 → 『Dean of Academic Affairs』 .

FORM 13

- 4 For students applying for refund, the refund criteria are in accordance with "Tuition Fee Regulations for Junior Colleges and Institutions of Higher Education" and "Student Fee Regulations for Junior Colleges and Institutions of Higher Education".**
- 5 Student shall contact Registration Section, Office of Academic Affairs, one month before the expiry of Deferment of Study to process the application for Resumption of Studies, or will be forced dismissal from school.**
- 6 Students shall complete the application processes within a week of submitting the application.**

Refund Account:

Bank and Branch Name:

Account Name:

Asia University Refund Policy Table for Dropout or Deferment of Study

Pursuant to the Letter of 台高(四)字 No. 0950057997B promulgated by Ministry of Education on May 1st, 2006

Category	Day division of University/Graduate School	Evening Division of University
Items	tuition, incidentals and the other fees	credit incidentals, and the other fees
1. Before the registration date (inclusive), applying for dropout or deferment	exemption of payment	exemption of payment
2. Between the day after the registration day and the day before the first day of school (Commencement Day), applying for dropout or deferment	Refund 2 / 3 of tuition, and incidentals and the other fees in full.	Refund 2 / 3, credit incidentals, and the other fees in full.
3. After the first day of school (Commencement Day)(inclusive) but within a third of the semester, applying for dropout or deferment.	Refund 2/3 of the sum of tuition, incidentals and all other costs.	Refund 2/3 of the sum of credit incidentals, and all other costs.
4. After the first day of school(Commencement Day)(inclusive) exceeding a third of the semester, but within two-thirds of the semester, applying for dropout or deferment.	Refund 1/3 of the sum of tuition, incidentals and all other costs.	Refund 1/3 of the sum of credit incidentals, and all other costs.
5. After the first day of school(Commencement Day)(inclusive) exceeding two-thirds of the semester, applying for dropout or deferment.	The fees paid are not refundable.	The fees paid are not refundable.

Notes:

- Under the enrollment with the replacement of vacancy system, a freshman or transferred student applying for dropout of school (not to retain student status) before the cut-off date for replacement (inclusive) can have a full refund less administrative fees.

For those students applied for deferment of study (attempting to keep student status), and those applied for dropout or deferment of study after the cut-off date for replacement, the refund follows the procedures and regulations mentioned above.

For the students who have enrolled in the specially contracted classes (such as Industrial Technology R & D Master Program) and applied for dropout or deferment of study, the refund processes follow the regulations and rules mentioned above.

Their related rights and obligations (such as claims for breaking the agreement, etc.) shall be processed in accordance with the Agreement.

The School may charge administrative fee which is less than 5% the sum of incidentals, credit tuition, credit incidentals,

incidental bases and others payable.

2. The determination of registration date, commencement date, and semester mentioned in the Item No. 2 of the table are in accordance with the official notice of School calendar. If the School does not specify the registration date, the due date for registration payment will be the date of registration.
The other fees mentioned in the Item No. 2 of the table above refer to the fees collected on behalf of other agencies under custody and remaining charges other than incidentals, credit tuition, credit incidentals, and incidental bases.
3. The base date of dropout or deferment of study for calculations is determined by the date on which the School officially accepts the application by student (or the parents), if the student applied for voluntary deferment of study or withdrawal from school.
In the case of forced dismissal, the date of dropout from school is the date on which the School delivered the notice of dismissal will be the base date for calculations.
But, if the student apply for Appeal of Dismissal and continue staying in school, the date the student actually leaving school will be the base date for calculations.
The student applied for dropout or deferment of study shall complete his/her checkout procedures within the prescribed period by the rules and regulations of School. If any delay in procedures is attributable to the student, the actual date the student leaving the School shall be the base date for calculations.
4. The School shall not charge for any fees in advance before the commencement date of the semester stipulated in the School calendar.
5. The refunds of the fees collected on behalf of other agencies under custody of the School shall be handled according to the actual situations. For examples, if clothing has been purchased, the School shall hand out the clothing, and in case of membership fee of students' union, follow the students union's regulations.
6. The charging methods shall be adopted in accordance with the provisions of tuition and fees system or credit tuition and fees system, depending on the stipulations of the School's. The refund procedures follow the refund percentage specified in the Item 2 of the Table mentioned above.