



Application for Withdrawal

Tunghai University _____ Academic Year _____ Semester

Date : / / (YY/MM/DD)

Student No.		Name		Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Department/ Grade	<input type="checkbox"/> Undergraduate <input type="checkbox"/> Extension <input type="checkbox"/> Master's <input type="checkbox"/> Executive Master <input type="checkbox"/> Doctoral _____ Department _____ Division _____ Grade		Year and month of enrollment	_____Y/____M	
Reasons	<input type="checkbox"/> Loss of interest <input type="checkbox"/> Health factors <input type="checkbox"/> Economic factors <input type="checkbox"/> Family factors <input type="checkbox"/> Job factors <input type="checkbox"/> Transferred to another university (University/Department : _____) <input type="checkbox"/> Other(Please state the reason) : _____		Applicant's Signature		
Whether to apply certificate of attendance	<input type="checkbox"/> Please select the manner of receiving the certificate of attendance <input type="checkbox"/> Receive by yourself or entrust others to receive. <input type="checkbox"/> By post(Prepare NT\$30 and a self-addressed envelope)				
Mailing address (After leaving school)	□□□□□				
E-mail address				Contact Phone No.	
Parental consent Signature	Master's and doctoral students may be exempted from parental consent. Signature : _____			Parents Phone No.	
Authorized representative guarantee	I am entrusted by the party to handle the withdrawal procedures. If proven false, I will assume all responsibility. Signature : _____				
Instructor/Department Chair Approved Signature	Reasons of withdrawal that include loss of interest, family or economic factors, should be approved by instructor /department chair. Signature : _____				
Registration Audit Signature	Staff Results		Review Proofreading		
	<input type="checkbox"/> Complies with the requirements, and confirmed by the applicant's parents. <input type="checkbox"/> Has completed departure formalities. <input type="checkbox"/> Has completed the registration of the school data change.		<input type="checkbox"/> Review and Correct. <input type="checkbox"/> Other : _____		

- Notes: 1. Upon application by undergraduate students , the university will contact the parents to confirm parental consent.
2. Students who apply for withdrawal, should fill out this application and then brought to the registrar office for approval.
3. The basic information and documents (C001, C003, C064, C111) collected will be used by the university only for transactions with you of withdrawal, in order to achieve the objective. In accordance with Personal Data Protection Article 3 , you can make corrections , delete personal information and perform other party rights to the registrar office.