



# Parents Agreement

Reasons (stated as follows):

To I-Shou University

Student's Parents :

( Signature with personal seal )

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (Y/M/D)



**Counseling Record for Students' Application for Suspension/Withdrawal**  
**I-Shou University \_\_\_\_\_ Academic Year \_\_\_\_\_ Semester**

Dept.& Class :	Student's Name :	Student No. :
Counseling Date & Time : Date:     年/Y     月/M     日/D Time:    ____(H):____(M)~____(H):____(M)		Location :
<b>Reasons for suspension/withdrawal :</b> (please tick the appropriate boxes)		
Personal Factors:		
<input type="checkbox"/> Academic pressure <input type="checkbox"/> Major and interest not matched <input type="checkbox"/> Maladaption <input type="checkbox"/> Financial stress <input type="checkbox"/> Poor health <input type="checkbox"/> Relationship <input type="checkbox"/> Military service <input type="checkbox"/> Transfer to a school near home <input type="checkbox"/> Transfer to a public school <input type="checkbox"/> Transfer to a private school <input type="checkbox"/> Re-taking an entrance exam <input type="checkbox"/> Unable to complete the thesis/dissertation on time <input type="checkbox"/> Overseas study <input type="checkbox"/> Seeking employment <input type="checkbox"/> Taking exams held by the government <input type="checkbox"/> Being pregnant, giving birth or nurturing a child(ren) under the age of 3		
External Factors:		
<input type="checkbox"/> Curriculum not meet my needs <input type="checkbox"/> Poor teaching resources <input type="checkbox"/> Inactive interaction between teachers and students <input type="checkbox"/> Inactive interaction among peers <input type="checkbox"/> No scholarship provided <input type="checkbox"/> International students return to the motherland to study <input type="checkbox"/> Being appointed to another place to work <input type="checkbox"/> Being busy with work <input type="checkbox"/> Taking care of the family		
<input type="checkbox"/> Others: please specify briefly:_____		
<b>Counseling Content :</b> (Please describe the student's recent performance.)		

(Please submit this counseling record within two days of receipt.)

Advisor's Signature : \_\_\_\_\_

# Leaving Procedures for Suspension/Withdrawal of Study I-Shou University

一、 \_\_\_\_\_ Dept. \_\_\_\_\_ Grade \_\_\_\_\_ Name \_\_\_\_\_ Student ID \_\_\_\_\_

Applying for  suspension of study leaving procedures  
 withdrawal of study

二、 To staff: On receiving this form, please do not sign if the students leave anything undone, such as unpaid fees or unreturned items.

Please have the names signed in sequence.

Office	Signature
General Affairs Section (1 <sup>st</sup> floor of Administration Building)	
Library (2 <sup>nd</sup> floor of Technology Building)	
Students' Advisors Section (1 <sup>st</sup> floor of Administration Building)	Student Housing
	Student Insurance <input type="checkbox"/> Participates in the student insurance <input type="checkbox"/> Does not participate in the student insurance
	Student Loans <input type="checkbox"/> Students applying for loans <input type="checkbox"/> Students rescinding the loans <input type="checkbox"/> Students who want to continue the loans and have signed the deposition <input type="checkbox"/> Students not applying for loans
Cashier Section (1 <sup>st</sup> floor of Administration Building)	

※ Please sign your names and write down the date.

- 三、 This form, signed by the offices, is to be submitted to the Registrar Section, Office of Academic Affairs for reference.
- 四、 Those who apply for the suspension of studies should go through the leaving procedures after their application is accepted.

# I-SHOU UNIVERSITY

## Application Form for Tuition Refund Due to Suspension of Schooling Withdrawal from the University in Academic Year 20YY

**(For daytime undergraduate and postgraduate students)**

Application Date: 20YY / MM / DD

Dept.		Grade Level & Class		Remarks
				<input type="checkbox"/> General student <input type="checkbox"/> Student with student loan <input type="checkbox"/> Student with reduction or exemption of the tuition and other required fees Student Campus Life Guidance Section:
Student No.		Name		
Items and Amount				
Tuition		Prepaid Tuition & Other Required Fees		<input type="checkbox"/> Having not registered yet <input type="checkbox"/> Having registered before the first day of school <input type="checkbox"/> Handling fee (5%) required before the deadline of filling vacancies by waitlisted candidates (Deadline: ) <input type="checkbox"/> Not over one-third of the semester <input type="checkbox"/> Between one-third and two-thirds of the semester <input type="checkbox"/> Over two-thirds of the semester Registration Section:
Other Required Fees		Student Loan		
Student Group Insurance		Reduction / Exemption of Tuition & Other Required Fees		
Faculty & Staff Pension				
Computer Lab Fee				
Language Lab Fee				
Credit Fees		<b>Total</b>		
Refund Amount: NT\$				
Mailing Address				
Contact Phone No.		Mobile		

Cashier  
Section

Section  
Chief

Dean of  
Accounting

President