

Yuan Ze University Regulations for Student's Application of Enrollment Status Retention or Suspension

Passed by the 14th Administrative Committee of the 1991 School Year, on January 13, 1992

Amended by the 5th Administrative Committee of the 1997 School Year, on December 15, 1997

Amended by the 14th Administrative Committee of the 1997 School Year, on July 13, 1998

Amended by the 16th Administrative Committee of the 1998 School Year, on June 14, 1999

Amended by the 3rd Administrative Committee of the 2000 School Year, on October 23, 2000

Amended by the 7th Administrative Committee of the 2000 School Year, on February 26, 2001

Approved for future reference by Ministry of Education in Letter Tai-(90)-Kao-2-Tzu 90047353, on April 4, 2001

Amended by the 8th Administrative Committee of the 2002 School Year, on December 30, 2002

Approved for future reference by Ministry of Education in Letter Tai-Kao-2-Tzu 0920011069, on January 24, 2003

Amended by the 5th Academic Affairs Meeting of the 2004 School Year, on June 19, 2005

Amended by the 1st Academic Affairs Meeting of the 2006 School Year, on September 20, 2006
(renaming the title of regulation)

Amended by the 2nd Academic Affairs Meeting of the 2006 School Year, on November 8, 2006

Amended by the 2nd Academic Affairs Meeting of the 2007 School Year, on November 7, 2007

Amended by the 3rd Academic Affairs Meeting of the 2010 School Year, on January 12, 2011

Amended by the 1st Academic Affairs Meeting of the 2012 School Year, on September 26, 2012

Amended by the 2nd Academic Affairs Meeting of the 2013 School Year, on November 6, 2013

Amended by the 3rd Academic Affairs Meeting of the 2014 School Year, on January 14, 2015

Article 1 These regulations are established to process affairs relating to student's application of enrollment status retention or suspension.

Article 2 Procedures for processing student's application of enrollment status retention:

1. Students with serious illness applying for enrollment status retention shall submit certificates of diagnosis issued from medical centers, area hospitals or local hospitals under the National Health Insurance's program. The university may contact the doctor to confirm the necessity for retention.
2. Students with serious illness who apply for enrollment status retention but fail to submit certificates of diagnosis issued from medical centers shall report to the University's Sanitary and Health Care Section to have a further check-up to confirm the necessity for retention.
3. Students applying for enrollment status retention due to military service as stipulated in Act of Military Service System shall submit written documents issued from the military unit.

4. Students applying for enrollment status retention due to special reasons shall submit relevant documents.
5. Students' applications of enrollment status retention shall be reported to department chairman, college dean and Office of Student Affairs, and will be effective after being approved by Academic Dean. In the case that reasons of the application are controversial or documents of the application are ambiguous, the application shall be reported to Academic Affairs Meeting to be determined for approval.
6. Applications of enrollment status retention shall be submitted before the registration; if the application has not been approved by the University, the applicant shall still come to school to process the registration procedure or request for a delayed registration at the day of registration.
7. Students shall fill out the application form for enrollment status retention and send to the University's authorities in the correct order for approval and the last to Office of Academic Affairs.
8. After approving the application of enrollment status retention, Office of Academic Affairs shall give a notification to Office of Student Affairs in order to process relevant affairs of military service.

Article 3 Procedures for processing student's application of suspension:

1. For students who are required to withdraw from schooling due to conditions stipulated in Yuan Ze Study Regulations, Office of Academic Affairs shall report to the President for approval of suspension and then notify students to complete the withdrawal procedures.
2. Students with serious illness applying for suspension shall submit certificates of diagnosis issued from medical centers, area hospitals or local hospitals under the National Health Insurance's program. The university may contact the doctor to confirm the necessity for suspension. Students fail to submit certificates of diagnosis issued from medical centers shall report to the University's Sanitary and Health Care Section to have a further check-up to confirm the necessity for suspension.
3. Students applying for suspension due to military service as stipulated in Act of Military Service System shall submit written documents issued from the military unit.
4. Students applying for suspension due to special reasons shall submit relevant documents.
5. Students' applications of suspension shall be reported to Office of Student Affairs and will be effective after being approved by Academic Dean. For freshmen students applying for suspension, the following rules

shall be processed in accordance with:

- (1) First semester: Only the students of military service or those with serious illness will be approved for the application of suspension; all the other reasons will not be accepted. For students who have serious accidents, their cases will be reported to Academic Affairs Meeting for a further discussion.
 - (2) Second semester: Only the students of military service or those with serious illness will be approved for the application of suspension for over one semester; all the other reasons for suspension will be approved for only one semester. For students who have serious accidents, their cases will be reported to Academic Affairs Meeting for a further discussion.
6. Students shall fill out the application form for suspension and send to the University's authorities in the correct order for approval and the last to Office of Academic Affairs.
 7. After approving the application of suspension, Office of Academic Affairs shall give a notification to Office of Student Affairs in order to process relevant affairs of military service.
 8. Students who need a refund of tuition and fees shall submit the receipt to the University to process relevant affairs in accordance with "Procedures for College and University Tuition and Miscellaneous Fees Collection" stipulated by Ministry of Education; personnel of Office of Academic Affairs shall process the affairs on students' behalf.
 9. For students applying for suspension, the day of application will be the effective day for suspension.

Article 4 These regulations are adopted by Academic Affairs Meeting, as shall amendments when they are made.

If any controversies or disputes occurred regarding clauses of the contract, it shall always refer to its Chinese version.