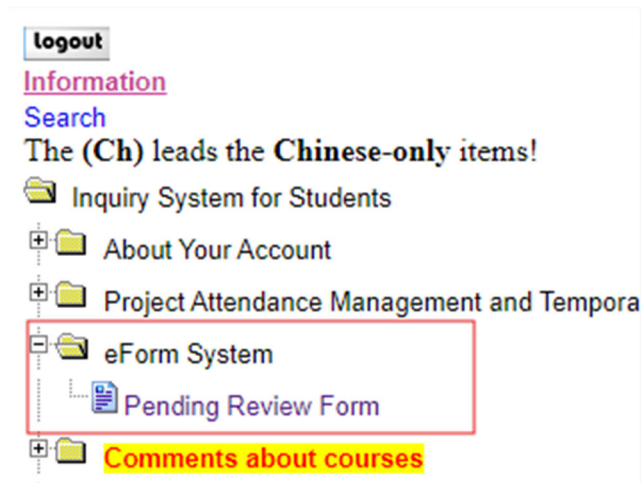


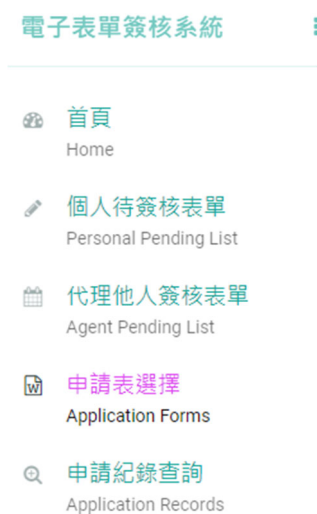
1. Please log in the **Academic Information Systems** :

<https://www.ccxp.nthu.edu.tw/ccxp/INQUIRE/index.php?lang=english>

2. Then click "eForm System" => "Pending Review Form"



3. Choose "Application forms"



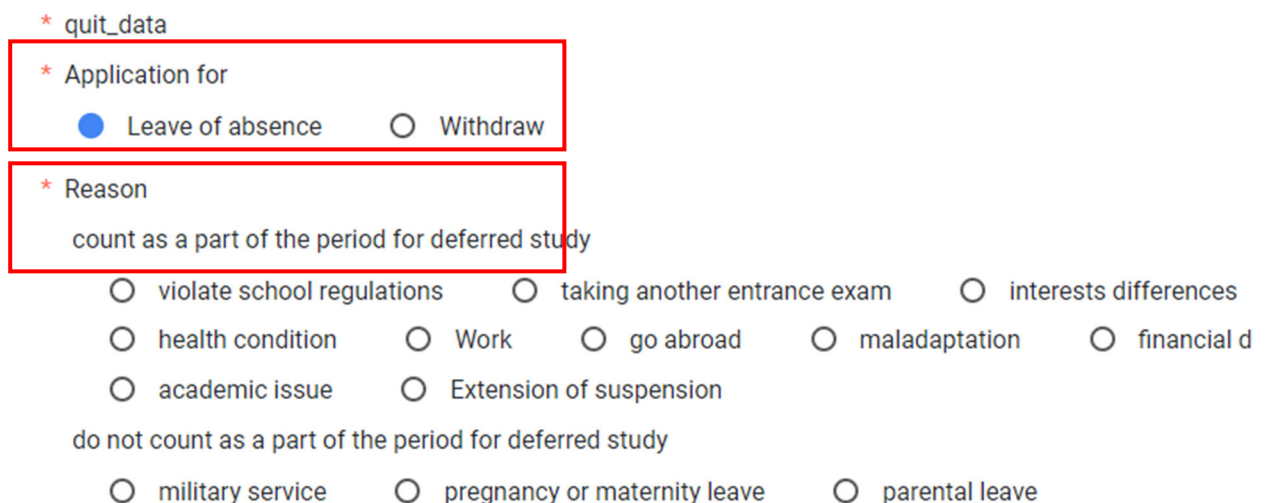
4. Please click on the top right corner of the screen "En" to switch to English version



5. Then you could see the "Application for leave of Absence"



6. Please select "Leave of absence" and check the reason.



7. Set the period of leave of absence that you want to apply and the Re-Entry date below will automatically appear below.

*Spring semester: from Feb. 1st this year to July 31st this year.

*Fall semester : from August 1st this year to Jan. 31st next year.



8. Then tick the box as below :

* Please tick the appropriate box and submit the form for review by Division of Registration:

☐ I. No need to pay for tuitions & fees if the leave of absence/withdrawn starts before the Enrollment Day

☒ II. If the leave of absence/withdrawal starts after the Enrollment Day

It is required to pay tuition, expense and credit fee (including those who are on study loans) to complete

☐ 1. For new bachelor's degree students, 2/3 of the tuition fee will be refunded and all miscellaneous 1

☐ 2. Those who already paid for tuitions and expenses (basic), for ☐ Refund 2/3 ☐ Refund 1/3

☐ 3. Those who already paid for credit fees, for ☐ Refund 2/3 ☐ Refund 1/3

☒ 4. The refund deadlines are passed (according to the University Calendar), no refund will be made

☐ III. Certificate of leave of absence is filled in properly (allowed in all cases).