

# eForm Instructions for Application for Leave of Absence/Withdrawal

## Student

Log in [Academic Information Systems](#)

校務資訊系統 Academic Information Systems  
<https://www.ccxp.ntnu.edu.tw/ccxp/INQUIRE/>

Login 系統登入

Student Alumni Staff Faculty Others Notice

Username

Password

Captcha

1 9 9 1 1 1

Login Clear

Cannot sign in?

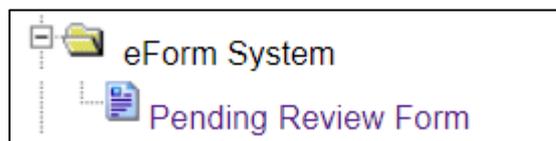
Nanda Campus Portal

Student

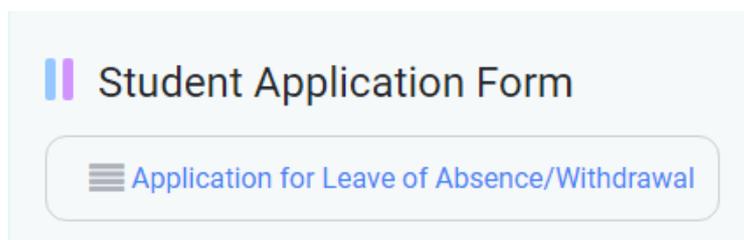
- Please use your student ID no. as the username (e.g. 110123456 · X1106088).
- You can please click "Cannot Sign In" to enable your account set the password by yourself.
- If forgot your password, please click "Cannot Sign In" to reset your password.
- Or you can please visit the Division of Registration with your student ID for inquiry.

>> Information <<

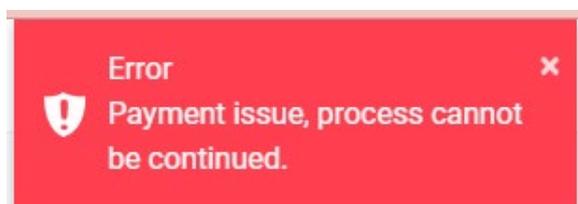
Click eForm System→Pending Review Form



Click Student Application Form→Application for Leave of Absence/Withdrawal



If the message shows "Payment issue, process cannot be continued", please confirm that if you still receive financial supports such as scholarships or work-study wages at university first. After shortening the period, you may continue the process.



## Fill out the form

### Step1、Profile Check

### Step2、click 「leave of absence」(休學)或「Withdraw」(退學)

#### Application form

##### \* Application informations

select the reason

##### \* Application for

- Leave of absence     Withdraw

##### \* 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- I. No need to pay for tuitions & fees if the leave of absence/withdrawn starts before the Enrollment Day (Including).  
 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 the leave of absence/drop-out, and refunds will be made according to the regulations.

1. For new bachelor's degree students, 2/3 of the tuition fee will be refunded and all miscellaneous fees will be refunded from the next day after the registration day to the day before the class starts.  
 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).

certificate

[SELECT FILE](#)

parental leave, pregnancy or maternity leave, military service should be attached the certificate.

Letter\_agree

[SELECT FILE](#)

Students under the age of 18 should submit a letter of approval from the parents or guardian.

### Step3、Choose the reason ◦

##### \* Application for

- Leave of absence     Withdraw

##### \* Reason

count as a part of the period for deferred study

- violate school regulations     reapplication     interests differences     thesis issue     family issue     tests preparation/ on training     health condition  
 Work     go abroad     maladaptation     financial difficulty     expect for military service       academic issue  
 Extension of suspension

do not count as a part of the period for deferred study

- military service     pregnancy or maternity leave     parental leave

Step4 · Select From(start) and For(end).

The "Re-Entry Date "will be shown. Please confirm it.

<p>* From</p> <p>2024 Spring Semester</p> <p>Re-Entry Date : 2024 Fall Semester</p> <p>Month / Year : 9 / 2024</p>	<p>for</p> <p>2024 Spring Semester</p>
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Please note :

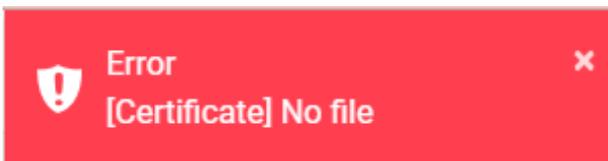
The last day to Leave of absence or withdraw for Spring Semester 2024 is June 17, 2024.

The period of leave of absence :

Apply for 1 semester : From : 2024 Spring Semester / for : 2024 Spring Semester °  
Re-Entry Date : 2024 Fall Semester

Apply for 2 semesters : From : 2024 Spring Semester / for : 2024 Fall Semester °  
Re-Entry Date : Spring Semester 2025

\* In accordance with Article 38 of the Academic Regulations: Students deferred study may be allowed for up to 2 years (4 semesters). The school reserves the right to modify the application process.



Please note: If the certificate has not been prepared, you can choose on the general reason.

We can change the reason after you submit the certificate.

Military service: "Retirement Order" or "Entry Certificate"

pregnancy or maternity leave: "Mother's Handbook (with expected date of delivery and student name)" (only female applicants)

parental leave: "Children Health Handbook (with birth date) or Household Registration Transcript copy (with student name and baby's birth date)"

Those under the age of 18 must submit a parental consent form before being allowed to apply.

certificate

**SELECT FILE**

parental leave, pregnancy or maternity leave, military service should be attached the certificate.

Letter\_agree

**SELECT FILE**

Students under the age of 18 should submit a letter of approval from the parents or guardian.

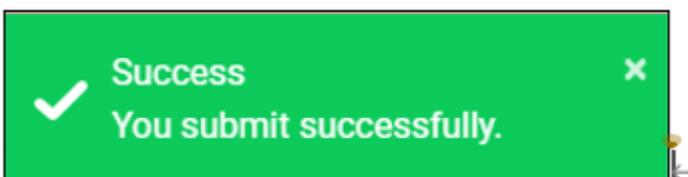
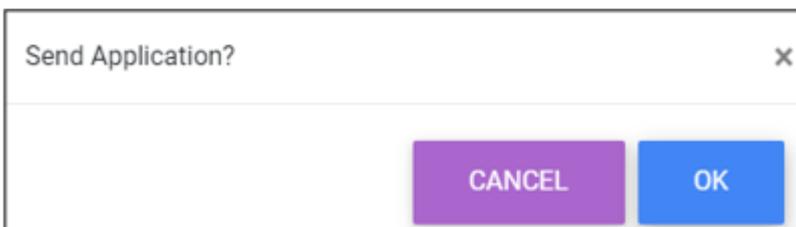
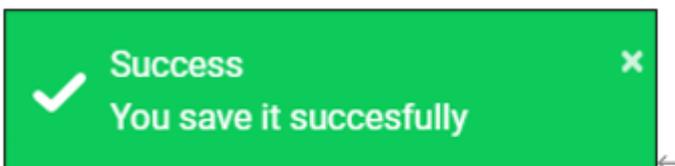
**SAVE**      **PREVIEW FLOW**      **SEND APPLICATION**

After confirming the above information, click Save.  
You can modify the fields before sending.

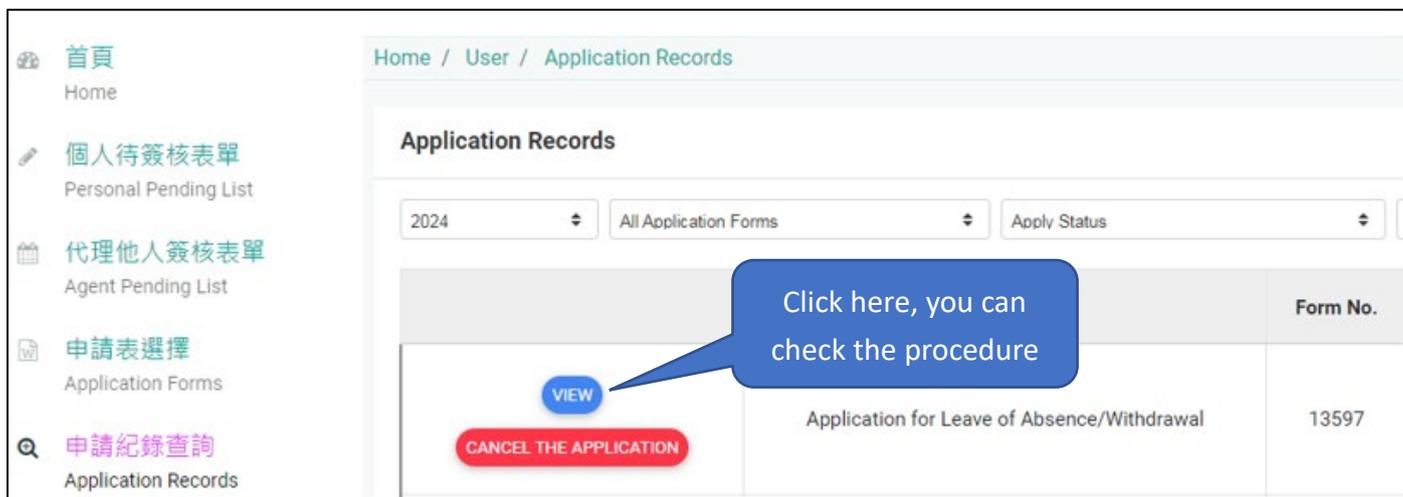
**SAVE** : It shows Success.

**REVIEW FLOW** : It shows the definition of the process of signing the form.

**SEND APPLICATION** : click→[OK], the application will success



Check the form process→Application Records



For students who willingly apply for suspension or withdrawal through electronic forms, the approval date shall be the approval date of the Chief or Director of the student's department or institute. The deadline for willing suspension or withdrawal this semester is until June 17, 2024. Students are asked to plan their leave of absence or withdrawal as early as possible, submit the electronic application form as soon as possible and track the progress by themselves. Our school's working hours will be closed usually at 5:30 pm on working days. Please do not wait until the last day to submit the electronic application form, and leave enough time for the Chief or Director of your department or institute to review your application.

The approved application will become invalid, if later the applicants are found that they didn't meet the regulations or return their borrowed books, equipment, or finish relative procedures about work-study contracts, scholarships or military service, etc. Students are responsible for completing relevant procedures in advance before applying for willing suspension or withdrawal.

If a student does not take the initiative to apply for suspension or withdrawal, but violates relevant regulations and is punished by the school for suspension or withdrawal, the date approved by the Vice President for Academic Affairs in the electronic document system shall prevail.