

Note:

- If applicant's **reason for leave of absence is "other"**, please **specify and ask academic adviser for signature and date**.
- Applicant shall complete this application before the final exam week.
- Once **the form** is completed and signed by the applicant, it **should be brought by the applicant to the relevant offices** to be countersigned **within one week**, and then to the Registrar Office for processing.
- The refund is calculated from the receipt date by the Registrar staff and based upon the regulation of the Ministry of Education.
- After bringing the application to each relevant office to be countersigned, please take it to the Registrar Office **with your student ID card**.
- **Joining group insurance** is not mandatory, and it **is a student's right**. **If you do not want to participate**, you are required to **fill in "Petition to Wave Enrollment in TCU Student Group Insurance Coverage."** Please dial extension 1208 for more information.
- Applicant must **fill in "Application for Readmission"** prior to the first day of the new semester and complete registration to continue his/her study once the leave of absence period is ended.