

Suspension of Studies and Re-entry

1. According to the regulations, if students do not pay the registration fee, it considers as registration unfinished. Freshmen's enrollment qualification will be canceled and current students will be forced to suspension or quit school.
2. Students should pay the registration fee within the required time, or in compliance with the following rules:
 - 2.1 If you do not pay the registration fee two weeks overdue, you will be forced to suspension and need to pay all the fees. If the payment still unpaid after notification, you will be forced to quit school.
 - 2.2 If you do not pay the registration fee two weeks overdue but finish selecting courses, the semester's courses will be canceled and forced to suspension.
 - 2.3 The Suspend Schooling Form should apply before the day of , or you have to pay the registration fee.
3. The time period of suspension of studies is allowed for one semester or one academic year. It only allows being extended for one academic year. Total of suspension of studies time limit must not more than two academic years.
4. If postgraduates are able to graduate but unfinished taking classes or thesis modify yet, study period is allowed to extend one to two years. Postgraduates' maximum year of study is 4 years.
5. To apply suspension of studies please pay attention to the following rules:
 - 5.1 Hand back the student ID card.
 - 5.2 Hand in a thin half-length color photo and a mail envelope with address and stamp.
 - 5.3 Hand in the Suspend Schooling Form and Leaving School Form.
 - 5.4 Application order: Center of Student Counseling → Advisers → Graduate School Office Competent → Dean
 - 5.5 After finish application, copy Suspend Schooling Form for Discipline Section, Extracurricular Activities Section, Center of Student Counseling each one copy
6. Students should attend to re-entry formalities before suspension expiry date. It will be forced to quit school if re-entry overdue.