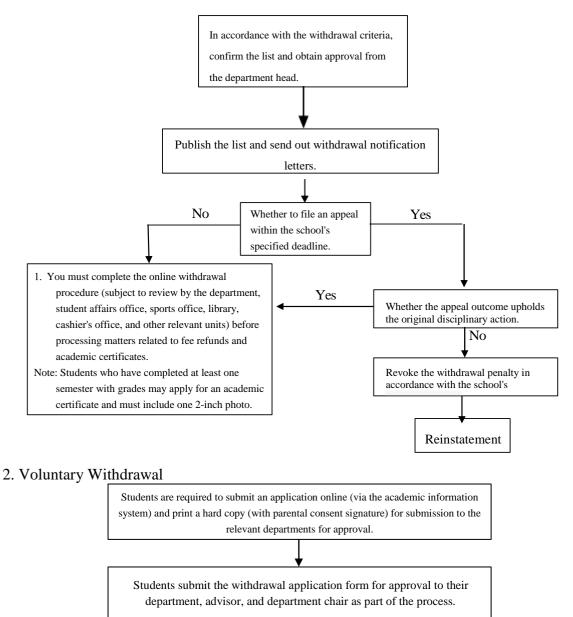
Department of Applied English—Withdrawal Procedure

Document Number: Department of Applied English Studies-SOP-

Legal Basis: Handled by the Registration Office of Kaohsiung University in accordance with student withdrawal applications.

1. Notice of Withdrawal



Submit the hard copy for approval to the Registration Office (returning the student ID card simultaneously).

Upon approval by the relevant signatory units, the withdrawal process is considered complete.

You must complete the withdrawal process (subject to review by the department, student affairs office, sports office, library, cashier's office, and other relevant units) before processing matters related to fee refunds and academic certificates.