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|  Student Leave Form for TIGP-INS Program |
| **Please return the form to TIGP-INS office two weeks before you leave.**Remarks:1. If the leave is more than 2 days, students are required to complete this form and submit to the office.
2. **If leave duration is more than 14 days, your stipend will be temporary suspended. Please report to TIGP-INS office in person on the day returning from leave of absence.**
3. Students who leave during semester must have both lecturer’s and course organizer’s consent.
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| **Student Name** |  | **Reasons for leaving:**Vacations Sick leavePersonal leave Marital leaveOther  |
| **Primary Advisor** |  |
| **ARC Expiry Date**(MM/DD/YY) |  | **Do you plan to leave Taiwan?** | * YES □NO

Country: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Contact Information** | Email: |
| Phone: |
| Address: |
| **Leave duration** | From: To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (MM/DD/YY) | Total of days |
| **\*If leave duration is more than 14 days, your stipend will be temporary suspended. Please report to TIGP-INS office in person on the day returning from leave of absence.** |
| **Class Missed** | Course Title/date1. 2. 3. 4.  | Lecturer’s signature1.
2.
3.
4.
 |
| * I affirm that I have read and understood the remarks listed above.

**Student’s Signature: Date:**  |
| **Advisor’s Signature** **Date:** | **Coordinator’s Signature** **Date:** |