

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.

Student Name		Reasons for leaving:	
		<input type="checkbox"/> Vacations	<input type="checkbox"/> Sick leave
Primary Advisor		<input type="checkbox"/> Personal leave	<input type="checkbox"/> Marital leave
		<input type="checkbox"/> Other _____	
ARC Expiry Date (MM/DD/YY)		Do you plan to leave Taiwan?	<input type="checkbox"/> YES <input type="checkbox"/> NO
			Country: _____
Contact Information	Email: _____		
	Phone: _____		
	Address: _____		
Leave duration	From: _____	Total of _____ days	
	To: _____ (MM/DD/YY)		
*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/date	Lecturer's signature	
	1. _____	1. _____	
	2. _____	2. _____	
	3. _____	3. _____	
	4. _____	4. _____	
<input type="checkbox"/> I affirm that I have read and understood the remarks listed above.			
Student's Signature: _____		Date: _____	
Advisor's Signature		Coordinator's Signature	
Date:		Date:	