

**AFFILIATED COLLEGE OF CONTINUING EDUCATION,
AFFILIATED JUNIOR COLLEGE OF CONTINUING EDUCATION
MINHSIN UNIVERSITY OF SCIENCE AND TECHNOLOGY ("University")
KEY POINTS FOR STUDENTS APPLYING FOR INACTIVE STATUS ("Key")**

Amended by School Affairs Council dated 8 December 2004

Amended by School Affairs Council dated 22 April 2008

Amended by School Affairs Council dated 4 November 2009

1. Application for inactive student status must have presentation of proof to the Academic Affairs. Underage student should receive parental or guardians' consent prior to the Academic Affairs.
2. Newly admitted students applying for suspension may complete the application form upon admission and submit to accounting and the Academic Affairs for approval.
3. In addition to Clause 2 of this Regulation, students applying for an inactive student status must return his/her student ID card to the Academic Affairs, collect suspension application form, comply with the procedures set out in the form and return it to the Academic Affairs.
4. In principle, student may apply for suspension for 1 or 2 calendar years. Students re-studying the subjects or credit at 2nd semester may apply for suspension for the 1st semester without registration. Student subject to conscription must apply for extension. Students must select at least 1 subject when register.
5. Except for extraordinary circumstances or if student being working, in principle, students may not apply for suspension for more than 2 years. The University may consider to extend the suspension for an extra year if valid documentation (hospital certificate for illness and other documentation proof) is presented to the Academic Affairs.
6. Students drafted for conscription during his suspension may apply to be en-rolled at end of his service with valid documentation. Period during conscription will not be calculated for 2 year suspension purposes.
7. Period for students' suspension because of pregnancy, giving birth or looking after children under age of 3 will not be included in the periods for suspension.
8. Upon en-enrolment, students may continue his/her study at the year of his/her suspension or year following his/her suspension.
9. Students must follow necessary procedures for cancellation of his/her student status upon termination of suspension, failing which he/she will be expelled.
10. Students applying for inactive status after the school year start must first complete the registration process.
11. Suspension certificate will be issued to student successfully applied for suspension.

12. Once approved by Academic Affairs Council, this Key must be reviewed by the Principle to be published and implemented. Same principle applies in case of amendment to this Key.