

National Yang Ming Chiao Tung University Institute of Technology Law
 Continuous Education Postgraduate Diploma
 Credits Reservation Fees Application Form
Application Date : _____

Student Name		Student Number	
Service Unit		Telephone Number	
ID Card Number		Permanent Address	
Reservation Contents	Name of course chosen in _____ semester: _____ Reason for Reservation <input type="checkbox"/> Course closed <input type="checkbox"/> Student's individual reasons : _____ Reservation period (One year, three classes: first semester, summer class and second semester) <input type="checkbox"/> Semester 1 (to Semester____) <input type="checkbox"/> Summer class (to Semester____) <input type="checkbox"/> Semester 3 (to Semester____)		
(Please stick a copy of your receipt)			

Processed by :

Credit Program Director :

Notes :

1. The application fee for credits reservation should be made within two weeks of course commencement.
2. Application for credit reservation can be made only once (up to a maximum of one year)
3. During the period of course selection, students should take the initiative to notify the Credit Program department, in order to facilitate the processing of the current credit costs.
4. After the expiry of the reservation period, enrolled students must get back to school with original receipt for a refund of fees. The refunded amount will be handled in accordance with the Ministry of Education standard calculation.