

Taiwan International Graduate Program
Molecular Biological Agricultural Sciences
Student Short-Leave Application Form

Please read the following information carefully and sign the agreement before applying for the short-leave application:

1. Student receiving TIGP Scholarship (NT\$34000) and TIGP Supplementary Stipend (NT\$6000/16000), which means students from 1st to 5th year are REQUIRED to fill in this short-leave application form. This short leave does not include: attending academic conferences; field studies; overseas lab collaborations; and other related academic purposes.

2. TIGP Scholarship (NT\$34000) suspension:

If the leaving duration is MORE THAN 15 days (including the 15th day and all weekends; excluding national holidays and Chinese New Year days), the TIGP scholarship will be temporarily suspended in that month. After you return from the short leave, the scholarship will be returned to you the next month *The suspended scholarship returned to you the next month means you will receive two month's scholarship at the same time: current month's + previous month's.

3. TIGP Supplementary Stipend (NT\$6000/16000) deduction: If the leaving duration is MORE THAN 15 days (including the 15th day and all weekends; excluding national holidays and Chinese New Year days), this stipend will only be provided by days, depending on the student's actual attendance days in the program.

4. In order to accurately return the suspended TIGP scholarship or provide TIGP supplementary stipend by actual attendance days to each student. Please report to MBAS in person as a proofing record after your short-leave time is over. Any failure to provide this record will cause the termination of the scholarship or the stipend of that month.

5. If a student uses TIGP scholarship or supplementary stipend to pay for the TIGP dorm rent but the scholarship/ stipend is temporarily suspended or deducted due to the short leave, the student needs to pay the dorm rent in cash in early time. Please send the cash to MBAS office or institute's administrative office when submitting the short-leave application form.

6. The time to submit this form to MBAS Office is before the 7th day of every month.

I have read the above information and clearly understand and will comply the TIGP-MBAS Short Leave Application Policy.

Printed name:

Signature:

Date (MM/DD/YYYY):

**Taiwan International Graduate Program
Molecular Biological Agricultural Sciences
Student Short-Leave Application Form**

Fill in by the student applicant

Student Name	Eng.:		The expiration date of ARC		
	Ch.:				
Academic Mentor	Name:		Thesis Advisor (optional for 1 st year students to fill in)	Name:	
	Institute:			Institute:	
Reason for leaving					
Do you plan to go out of Taiwan?	Check one box: ✓		Destination		
		YES	Contact info.	Phone no.:	
		NO		Address:	
Duration of leaving	From (MM/DD/YYYY):			Total days:	
	To (MM/DD/YYYY):				
Class Missed		Course name		Date (MM/DD/YYYY)	
	1.				
	2.				
	3.				
Student's Signature				Date (MM/DD/YYYY):	

Fill in by Academic Mentor (1st year only) or Thesis Advisor (>/=2nd year)

Please check one box: ✓	
	I approve this student's short-leave application.
	I do not approve this student's short-leave application
Signature	
	Date (MM/DD/YYYY):

Fill in by MBAS Office

MBAS Office Record		Date (MM/DD/YYYY):
---------------------------	--	--------------------