Instructions for Dormitory Withdrawal Application

The online dormitory withdrawal application system will be launched in 2025

Students are requested to submit their applications through the WAC system under [D.2.0.08 Dormitory Withdrawal Application]

Dormitory Withdrawal Instructions

-Dormitory Withdrawal Regulations

V Eligible for Refunds:

- Students on a leave of absence, withdrawal, or school transfer are eligible for refunds.
- Refunds are calculated on a prorated basis according to the withdrawal date.

X Not Eligible for Refunds:

 Students withdrawing for reasons other than those listed will not be eligible for a refund.

Dormitory Withdrawal Procedure

- Students must complete the dormitory withdrawal application via the WAC Student Information System (D.2.0.08) at least 7 days before the planned moveout date; the application will be reviewed, and the result will be notified via email.
 - Note: Students applying for a Leave of Absence, Withdrawal, or School Transfer must upload the following two documents:
 - **Payment Receipt** (stamped by the Cashier's Office)
 - **Leave of Absence, Withdrawal, or Transfer Application Form**
- 2. The planned withdrawal date is the move-out date; students must clear their bed space, contact the dormitory floor leader for a final inspection, and return the key.

Step 1 Log in to the WAC System

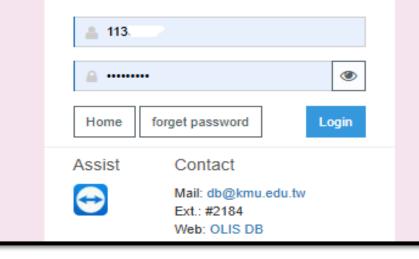


Kaohsiung Medical University Information System

Student login

UserID: Your School Number Password: The default is Your ROC ERA Birthday

e.g. if your birthday is Jan 1 at 1989, 1989 -1911 = 78 then the password is 780101



Select D.2.0.08. Dormitory Withdrawal Application



• Please fill in:

1. Reason for Withdrawal

Please select from the dropdown menu (options 1, 9, Z). If selecting Z (Other), please provide a reason in the description field.

2. Planned Move-out Date

Please enter the actual move-out date.

3. Contact Number

4. Click Save to submit your application

Year-Ser	1 <u>3</u> -2 Stur	dent ID No. 110	<u>35</u>	女		Department-Year	029 Department of Healthcare Administration and Grade
Withdrawal	Please Select- -Please Select- 1 Suspension, dropout, trans 9 Forfeit Bed Assignment (N	-		Proportion		Dorm-Room Number-Bed Number	04 A館4人房(A Dorm 4beds room) -4
Planned	z Other(No Refund)	norie		nesten soj		Phone Number : require	
Academic Year-Semester	<u>113-2</u> Str	udent ID No. <u>1</u>	<u>035</u>	文		ment-Year	029 Department of Healthcare Administration anc Grade
Reason for Withdrawal	-Please Select- Reason Explanation Please specify: Graduation	n/Off-campus ho	ousing/Off-ca	∨ mpus internshi	p/Inc	Dorm-Room Number-Bed Number	04 A館4人房(A Dorm 4beds room) -4
Planned Withdrawal Date		cation				Phone Number : require	
✓Save >	<cancel< td=""><td></td><td></td><td></td><td></td><td></td><td></td></cancel<>						

- Important Notice for Students taking a Leave of Absence, Withdrawing, or School Transferring

Supplementary Instructions – How to Upload Documents

Students applying for a Leave of Absence, Withdrawal, or School Transfer must first upload two supporting documents via "Supporting Documents Upload" in the upper left corner, before filling out the form below.

Supporting	Document Upload	∢ Save X Ca	ncel						
取消 Current record is the 1st record, total: 1 records (from 1 to 1 records, 3 records per page)									
Academic Year-Semester	<u>113-2</u>	Student ID No.	<u>110029035</u> 王天韻 女		Department-Year	029 Department of Healthcare Administra and Medical Informatics 4 Grade			
	-Please Select-		•	~					
Reason for	Reason Explanation			Dorm-Room Number-Bed	04 A館4人房(A Dorm 4beds room)-0607-4				
Withdrawal	Please specify: Gradu	uation/Off-campu	is housing/Off-campus interns	Number					
Planned Withdrawal Date	<u>require</u> ×	Application Remarks			Phone Number : require				
✓Save >	Cancel								

- Important Notice for Students taking a Leave of Absence, Withdrawing, or School Transferring

- On the upload page (as shown in Figure 1), follow these steps:
 - Click "Select File"
 - Upload the following two documents:
 - Leave of Absence, Withdrawal, or School Transfer Application Form
 - Tuition Payment Receipt (must be stamped by the Cashier's Office)
 - Click "Upload Supporting Document" to submit
- Once the upload is successful, the system will display a confirmation message (as shown in Figure 2).

Attachment File Na (browse) No File Se 選擇檔案 未選擇	ame elected			nt File Description	n					
Delete Attachm	nent	Upload Supporting Doo	cument	Close	to	Dormitory Withdrawal Application Student ID	Serial Number	Attachment File Name	File Description & Link	
					Delete	Information				-
Current record	is the 1s	st record, total: 2 records	s (All reco	rds) Figure		<u>113-2-110029035</u> 113-2-110029035			210712-16833-4-8skbl.jpg 210712-16833-4-8skbl.jpg	

Special Circumstances

• Planned Move-out Date

If, due to special circumstances, you are **unable** to complete the

dormitory withdrawal application at least 7 days before your

move-out date, please specify your special request in the Application

D.2.0.08.Dormitory Withdrawal Application									
Supporting Document Upload	Save XCancel								
Supporting Document Upload Current record is the 1st record, total: 1 records (from 1 to 1 records, 3 records per page)									
Academic Year-Semester 113-2	Student ID No <u>110029035</u> 王天韻 女	Department-Year	029 Department of Healthcare Administration and Medical Informatics 4 Grade						
-Please Select- Reason for Reason Explanation Withdrawal Please specify: Gradua	✓ tion/Off-campus housing/Off-campus internship/In	Dorm-Room Number-Bed c Number	04 A館4人房(A Dorm 4beds room)-0607-4						
Planned Withdrawal Date	Application Remarks	Phone Number : require							
✓Save XCancel		-							

- Once saved, your application will be automatically submitted for review by the administrator.
- Please wait for the review result.
- Upon approval, you will receive an email notification.
- Before moving out:
- **C** Schedule an appointment with the dormitory floor leader to complete the final inspection.
- **□** Return your key to the floor leader.

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