

國立勤益科技大學日間部提前復學申請書

National Chin-Yi University of Technology Day School Application Form for Early Recommencement of Studies

提前復學應注意事項：

- 一、「第一學期辦理休學，當學年第二學期即申請復學」者，須降編一年（如：二年級第一學期辦理休學，當學年第二學期申請提前復學者，則編在一年級第二學期就讀），且不得上修高年級之必修課程。
- 二、重複修習之學期次數會佔用修業年限（每位學生至多修讀 12 學期，轉學生含抵免學期數）。
- 三、提前復學當學期修課學分數不得少於規定之最低學分數；休學前一學期成績若學業成績達二分之一不及格，復學當學期若有二分之一不及格，視為連續二分之一不及格。

教務處 敬啟

Notice for Early Recommencement of Studies:

1. Those who "apply for school suspension in the first semester and apply to resume their studies in the second semester of the same year" may commence their studies in that same year (for example: If an applicant applies to suspend their studies in the first semester of the second year and applies to resume their studies in the second semester of the same year, (s)he will be arranged to study in the second semester of the first year) and is not allowed to take required courses of senior years.
2. The semesters the applicant retakes courses will be counted each year of study (each student can study 12 semesters maximum; for transfer students, waived semesters are included).
3. Credits taken by the applicant for early recommencement of studies may not be less than the required minimum credits. If the applicant fails more than 1/2 of the courses in the semester before the school suspension and fails 1/2 of the courses in the same semester of the resumed semester, that student is deemed to have consecutive failures.

學生	學號	就讀	學系	年級	班，
因	曾於 年 月 日辦理休學，				
今因	欲辦理提前復學，				
且已詳讀本申請書之注意事項，並遵守學校規定，至少修習 學分，					
擬請學校准予學生辦理提前復學。					
Student _____ (School No.: _____), studying in Class ____, Year ____, Department _____, applied for school suspension on YY/MM/DD because _____ and would like to apply for early recommencement of studies due to _____. (S)he has read the notice of the application form carefully and acknowledges the school regulations, taking at least ____ credits. Please permit his (her) application.					
學生簽章： Signed by the applicant:					
家長簽章： Signed by the parent:					
聯絡電話： Telephone:					
會 辦 單 位 Countersignature			教務長 Dean of Academic Affairs		
教務處(課務) Curriculum Section, Office of Academic Affairs		該生至少需修習 學分以上。 The applicant shall at least take ____ credits.			
教務處(註冊) Registration Section, Office of Academic Affairs		擬將該生編入就讀。 The applicant will study in _____.			
學務處(生輔) Student Assistance Section, Office of Student Affairs		女生免會 Female applicants are exempted.			
總務處(出納) Cashier Section, Office of General Affairs					