

國立勤益科技大學(日間部)學生休學、退(轉)學申請書

National Chin-Yi University of Technology (Day School) School Suspension, Withdrawal (Transfer) Application Form

申請日期： 年 月 日
Application Date: YY/MM/DD

學制別：博士班 碩士班 四技 二技 其他_____

School System: PhD MA Four-Year College Two-Year College Other

學 號 Student No.	姓 名 Name	系所 Department	班級 Class
入學身份(請勾選) Enrollment Status (Please select one) <input type="checkbox"/> 一般生 <input type="checkbox"/> 外籍生 <input type="checkbox"/> 僑生 <input type="checkbox"/> 陸生 <input type="checkbox"/> 港澳生 <input type="checkbox"/> 原住民 <input type="checkbox"/> 身障生 <input type="checkbox"/> 運動績優 <input type="checkbox"/> Students without special conditions <input type="checkbox"/> International students <input type="checkbox"/> Mainland China students <input type="checkbox"/> Students from Hong Kong or Macau <input type="checkbox"/> Indigenous people <input type="checkbox"/> Disabled students <input type="checkbox"/> Elite athletes			
<input type="checkbox"/> 休學 Suspension from school <input type="checkbox"/> 退(轉)學 Withdrawal (transfer) Reason (Please select one) <input type="checkbox"/> 因病 <input type="checkbox"/> 經濟 <input type="checkbox"/> 學業 <input type="checkbox"/> 志趣不合 <input type="checkbox"/> 工作需求 <input type="checkbox"/> 懷孕 <input type="checkbox"/> 育嬰 <input type="checkbox"/> 兵役 <input type="checkbox"/> 其他(請說明)_____ <input type="checkbox"/> Illness <input type="checkbox"/> Economic reasons <input type="checkbox"/> Academic reasons <input type="checkbox"/> Change of interest <input type="checkbox"/> Employment <input type="checkbox"/> Pregnancy <input type="checkbox"/> Parental leave <input type="checkbox"/> Military service <input type="checkbox"/> Others (Please specify.) _____			
申請休學期間 Suspension Period			
自 學年度第 學期起至 學年度第 學期止 申請休學次數：第 次；累計 學年 學期 From the __ semester of __ to the __ semester of __. Times of suspension: The __ time. The total of __ semesters and __ years.			
通訊處 Address		<input type="checkbox"/> 修正： <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Changed into: <input type="checkbox"/> 依原留存資料 The same as the original address.	
連絡電話：(住家)() (手機)		退費標準： <input type="checkbox"/> 全額退費 <input type="checkbox"/> 退費 2/3 <input type="checkbox"/> 退費 1/3 <input type="checkbox"/> 無退費 Refunds: <input type="checkbox"/> Total refund <input type="checkbox"/> 2/3 refund <input type="checkbox"/> 1/3 refund <input type="checkbox"/> No refund	

休、退(轉)學注意事項：(請確實詳閱以下資訊，以免個人權益受損。)

- 一、為利課程順利銜接，休學申請及核准均以一學年為原則。休學期限屆滿前應主動到校查看次學期課程，並依規定到校辦理復學選課、註冊事宜，休學期滿未復學註冊且未申請延長休學期間獲准者，依本校學則第40條規定：「休學期滿未復學者以退學論。」
- 二、休、退(轉)學所衍生之退費事宜，均依部頒「大專校院學生休退學退費作業要點」辦理；為確保退費直接匯入您的帳戶，需退費者請附已繳費收據正本及本人金融機構存摺封面影印本
- 三、離校期間若聯絡地址、電話有變動，應主動通知學校註冊組辦理資料變更；若因學生個人資料變更未通知學校，導致學校各單位所寄發之各項通知無法送達，所造成之損失概由學生自行負責。

Notice: (Please read the following information carefully to protect your personal rights).

- 1. For course articulation purposes, the application and approval for school suspension is for one year in principle. Before the end of the suspension, please check the courses of the next semester and apply to resume school, select your courses, and register according to the regulations. Those who do not apply to resume school and register after the end of the suspension and who are not approved to extend the suspension, according to NCUT Constitution Article 40: "shall be withdrawn from school."
- 2. The refund for school suspension and withdrawal (transfer) shall be handled in accordance with the Key Points for University and College Student School Suspension and Withdrawal Refunds. To ensure refunds are directly transferred to the applicant's account, please attach the original copy of the payment receipt and a photocopy of the bank passbook cover.
- 3. If the applicant's address and telephone number have changed during the period away from school, please inform the Registration Section. If any document sent by NCUT is not delivered as the applicant has failed to inform the school of changes to their personal information, the applicant shall bear responsibility for any losses.

申請人簽章 Signed by the Applicant	家長或監護人同意簽章 Approved and Signed by the Parent or Guardian	教務處註冊組 (國秀樓 2 樓) Registration Section, Office of Academic Affairs (2 nd Floor of Guo-Xiu Building)	教務處註冊組 (國秀樓 2 樓) Registration Section, Office of Academic Affairs (2 nd Floor of Guo-Xiu Building)	校 長 (授權教務長代決) President (Authorized by the Dean of Academic Affairs)
<input type="checkbox"/> 本人已詳讀休、退(轉)學注意事項，並確認休學意願。 I have read the notice regarding school suspension and withdrawal (transfer) and wish to submit an application. <input type="checkbox"/>	<input type="checkbox"/> 本人同意申請人休、退(轉)學， 與申請人關係：_____ I agree to the applicant's application for school suspension and withdrawal (transfer). Relation to the applicant:		組長 Section Chief 教務長 Dean of Academic Affairs	
年 月 日 YY/MM/DD	年 月 日 YY/MM/DD			

離校程序 攸關個人學籍權益，請申辦同學務必於休、退學申請案奉核後七日內辦妥離校程序；如有疑問請洽學校分機 2206~2209。

School Leaving Procedure

The applicant shall complete the school leaving procedure within 7 days after the school suspension and withdrawal application is approved. For further queries, please call ext.2206-2209.

通知 單位 Unit	系、所 辦公室 Department Office	教務處課務組 (國秀樓 2 樓) Curriculum Section, Office of Academic Affairs (2 nd Floor of Guo-Xiu Building)	衛生保健組 (國秀樓 1 樓) Health Center (1 st Floor of Guo-Xiu Building)	體育室 (青永館 1 樓) PE Office (1 st Floor of Qing-Yong Building)	課外活動組 (青永館 6 樓) Extracurricular Activity Section (6 th Floor of Qing-Yong Building)	生活輔導組 (青永館 6 樓) Student Assistance Section (6 th Floor of Qing-Yong Building)
核 章 Ratification		選課 Course Selecting	學生平安保險 <input type="checkbox"/> 參加 <input type="checkbox"/> 放棄 Student Insurance <input type="checkbox"/> Insured <input type="checkbox"/> Withdrawn <input type="checkbox"/> 退學生免辦 Students withdrawn from school are exempted.	器 材 Equipment	就學貸款 <input type="checkbox"/> 有 <input type="checkbox"/> 無 Student Loan <input type="checkbox"/> Yes <input type="checkbox"/> No	住宿退費： <input type="checkbox"/> 有 <input type="checkbox"/> 無 僑保退費： <input type="checkbox"/> 有 <input type="checkbox"/> 無 兵役： <input type="checkbox"/> 有 <input type="checkbox"/> 無 學雜費減免 <input type="checkbox"/> 有 <input type="checkbox"/> 無 Dormitory Fee Refund: <input type="checkbox"/> Yes <input type="checkbox"/> No Overseas Chinese student insurance refund: <input type="checkbox"/> Yes <input type="checkbox"/> No Military service: <input type="checkbox"/> Yes <input type="checkbox"/> No Tuition and miscellaneous fees exemption <input type="checkbox"/> Yes <input type="checkbox"/> No
通知 單位 Unt	圖書館 (圖資大樓 1 樓) Library (1 st Floor, Library Information Building)	電算中心 (圖資大樓 5 樓) Computer Center (5 th Floor, Library Information Building)	出納組 (行政大樓 2 樓) Cashier Section (2 nd Floor, Administration Building)	教務處註冊組 (國秀樓 2 樓) Registration Section, Office of Academic Affairs (2 nd Floor of Guo-Xiu Building)	附 註 Notes	
核 章 Ratification				學籍系統完成 登記 <input type="checkbox"/> 是 <input type="checkbox"/> 否 年 月 日 Is the studen t status regis tered? <input type="checkbox"/> Yes <input type="checkbox"/> No	1. 學生申請休、退(轉)學時，應繳還 借用物品。 2. 休、退(轉)學申請流程，應請各單 位核章證明，並將本申請表交還 國秀樓 2 樓教務處註冊組。 1. Please return borrowed items when applying for school suspension and withdrawal (transfer). 2. Please have the school suspension and withdrawal (transfer) application form ratified and stamped by each unit and submit the form to the Registration Section, Office of Academic Affairs, 2F of Guo-Xiu Building.	

※請與國立勤益科技大學休、退(轉)學一輔導紀錄表一起交回註冊組

Please submit the form along with the National Chin-Yi University of Technology School Suspension and Withdrawal (Transfer)—Counseling Record Form.

國立勤益科技大學休、退(轉)學一輔導紀錄表

National Chin-Yi University of Technology School Suspension and Withdrawal (Transfer)—Counseling Record Form

學 號 Student No.		姓 名 N a m e	
申請事項 Application	<input type="checkbox"/> 休學 <input type="checkbox"/> 退(轉)學 <input type="checkbox"/> School suspension <input type="checkbox"/> School withdrawal (transfer)		
輔導時間 Counseling Time	年 月 日 YY/MM/DD		
輔導方式 Counseling Method	<input type="checkbox"/> 面談 <input type="checkbox"/> 電話 <input type="checkbox"/> 校外訪視 <input type="checkbox"/> 其他 <input type="checkbox"/> Interview <input type="checkbox"/> By telephone <input type="checkbox"/> Visit <input type="checkbox"/> Others		
導師 / 系 所 主 任 輔 導 記 錄 Homeroom Teacher/Department Chair Counseling Record			
<input type="checkbox"/> 學生因經濟因素休(退)學時，皆已告知本校相關經濟補助配套方案，如學雜費減免，就學貸款及獎助學金(含緊急紓困措施)等，且該生皆已知悉。(非因經濟因素者免勾選) <input type="checkbox"/> When applying for school suspension (withdrawal) due to economic reasons, the applicant shall be informed of relevant financial subsidies, such as tuition and miscellaneous fees exemption, student loan assistance and scholarships (including emergency relief measures), etc. (Leave blank for any application not related to economic reasons).			
◎輔導結果： <input type="checkbox"/> 繼續就讀 <input type="checkbox"/> 休學 <input type="checkbox"/> 退學 <input type="checkbox"/> 轉學 Counseling Results: <input type="checkbox"/> Continuing studying <input type="checkbox"/> School suspension <input type="checkbox"/> School withdrawal <input type="checkbox"/> School transfer			
指導教授簽章：_____ (大學部免) 導師簽章：_____ 系所主任簽章：_____			
Signed by the Advisor: _____ (Undergraduate applicants are exempted.) Signed by the Homeroom Teacher: _____ Signed by the Department Chair: _____			
諮 商 輔 導 中 心(青永館6樓) 輔 導 記 錄 Counseling Record by Counseling Center (6th Floor, Qing-Yong Building)			
承辦人簽章：_____			
Signed by the Undertaker			

※請與國立勤益科技大學(日間部)學生休學、退(轉)學申請書一起交回註冊組

Please submit the Form along with the **National Chin-Yi University of Technology (Day School) School Suspension, Withdrawal (Transfer) Application Form.**