

申請日期：____年____月____日
Application Date: ____/____/____(mm/dd/yyyy)

中華大學 新生休（退）學申請表
Chung Hua University Application for Leave of Absence or Withdrawal of Studies

保存期限:10 年

姓名 Name		學系別 Department		申請人簽名： Signature of the Applicant
學號 Student ID No.		學系/學位學程 Name of the Department/Degree Program		聯絡電話： Phone/Mobile Number
☐ 休學原因 (請擇一勾選下列原因) Reason for Leave of Absence: (Please tick the most appropriate box below.)			☐ 退學原因(可複選)請於下列原因依照重要性順序，填列 1.2.3...等 Reasons for Withdrawal (Multiple Choices):(Please choose the appropriate reasons listed below and write down the numbers by order of importance.)	
☐ 傷病 Illness ☐ 育嬰 Childcare ☐ 懷孕 Pregnancy ☐ 出國 Going Abroad ☐ 兵役 Military Service ☐ 就讀學校、科系不符期待 School or Academic Program Does Not Meet Expectations			☐ 經濟困難 Financial Reasons ☐ 工作 Job ☐ 出國 Going Abroad ☐ 離家遠 Far Away from Home ☐ 懷孕 Pregnancy ☐ 無就讀意願 No intention to continue study ☐ 育嬰 Childcare ☐ 傷病 Health Factors ☐ 就讀學校、科系不符期待 Lack of Interest in the Academic Program ☐ 不明白未來發展 Vague Idea of a Prosperous Future	
期限：(休學累計以不超過兩學年為原則) 自____學年度第____學期起至____學年度第____學期，共計休學____學期。 (*The Limit on the Duration of Leave of Absence: No More Than Two School Years in Total) The Total Semesters of Leave of Absence Currently in Process: ____ (From the ____ Semester of the Academic Year ____ until the ____ Semester of the Academic Year ____) ※本組將於預定復學前一學期期末郵寄復學通知單至戶籍地，請務必注意。 Attention: The Registry Division will send you a notification on the resumption of studies to your registered place of household at the end of the semester before the term during which you intend to return to school.			申請____學年度第____學期退學 Application for Withdrawal of Studies in Effect from the ____ Semester of the Academic Year ____	

家長/監護人 簽章 Parent (Signature with personal seal) : _____ 簽章日期： ____ 年 ____ 月 ____ 日
(本表各欄所填均屬事實，如查證不實，願負相關法律責任，概無異議。)

備註：1.學士班、進修學士班學生請家長/監護人簽章同意，博士班、碩士班、碩士在職專班、二年制在職專班學生則應徵詢家長/監護人同意後，始得辦理休(退)學手續。
2.休(退)學申請表一經送至註冊課務組後，依學則規定不得撤銷休(退)學。

Signature of the Parent/Guardian: _____ Date: ____/____/____(mm/dd/yyyy)
(All the statements filled in the above table are accurate. If there is anything untrue, I will have no objection to taking up the relevant legal responsibilities.)

Remarks:
1. Undergraduates and those students taking the Bachelor's Programs of Extension Education should get the approval and signature of their parent or guardian to start with the procedure. Ph. D. students, postgraduates, on-the-job postgraduates, and those taking two years of on-the-job bachelor's programs should get the approval of their parent or guardian to start with the procedure.
2. According to the Academic Regulations, once the Application for Leave of Absence or Withdrawal of Studies is submitted to the Registrar and Curriculum, it should never be revoked.

※本表單限當學年當學期入學新生於註冊日(含)前使用。 ※繳交本表單前需先完成新生個人資料上傳。

單位 Related Administrative Units	承辦人簽章 Signatures of the Related Staff and Faculty Members	備註 Remark
國際暨兩岸事務處(S棟2樓) Office of International and Cross-strait Affairs (2 nd Floor, S Building)		正式學籍之境外生【本籍生免此關卡】 If you are an overseas student with formal academic status, please go through the procedure. (If you are a local student, then you can skip it.)
原住民族學生資源中心(行政大樓後-白木屋) Indigenous Student Resource Center		如為原住民生，請至原資中心加蓋 If you are an indigenous student, please go through the procedure
學系(學位學程)主任 Chairperson of the Department/Degree Program		
學系(學位學程)辦公室 Office of the Department/Degree Program		
院長 Dean of the College		
生活輔導組－住宿(第四宿舍 4132 辦公室) Life Guidance Division—Accommodations (Office 4132, the 4th Dormitory)		離校登記事宜【碩士在職專班、二年制在職專班免此關卡】 Please complete the dormitory check-out procedure except that you are a student either taking on-the-job master's program or two years of on-the-job bachelor's program.
生活輔導組－兵役(圖書館大樓3樓) Life Guidance Division—Military Service (3rd Floor, L Building)		離校兵役事宜【女生免此關卡】 The Military Service Matter (If you are a female student, you can skip the procedure.)
生活輔導組－助貸(圖書館大樓3樓) Life Guidance Division—Loan/Aid (3rd Floor, L Building)		就學貸款、獎助學金 Student Loans and Scholarships Review
會計室(圖書館大樓8樓) Accounting Office (8th Floor, L Building)		如需退費者請持「退費申請表」至出納組辦理退款事宜。 If you want to claim a refund, please take the Refund Application Form with you to the Cashier Division.
出納組(圖書館大樓4樓) Cashier Division (4th Floor, L Building)		
註冊課務組(圖書館大樓4樓) Registrar and Curriculum (4th Floor, L Building)		1.需開立休學證明書或離校證明者，請主動告知承辦人員。 If you need a certificate for intermission of studies or for leaving school, please ask the registrar staff member to issue it. 2.修業證明書自本組收件日起，五個工作天後領取。 It will take you at least five days to get a certificate of studies after you submit the application form.
註冊課務組組長簽章: Signature of the Chief of Registrar and Curriculum		
教務長簽章: Signature of the Dean of Academic Affairs		