

# 國立中央大學學生退學離校手續申請表

NCU Application Form for Withdrawal from School

學生姓名 Name		學號 Student ID No.		系所 Department/ Institute		年級 Grade
申請學期 Applied Semester	學年度 第 學期 Academic year Semester					
退學原因 (僅擇一) Reasons (Choose only one reason.)	<input type="checkbox"/> 重考 Retake <input type="checkbox"/> 工作 Occupation		<input type="checkbox"/> 懷孕 Pregnancy <input type="checkbox"/> 育嬰 Child Nurture		<input type="checkbox"/> 經濟困難 Economic hardship <input type="checkbox"/> 傷病 Injury or sickness	
	<input type="checkbox"/> 轉學 Transfer to Another University		<input type="checkbox"/> 台聯大轉校 Transfer to Another University in the University System of Taiwan		<input type="checkbox"/> 就讀學校、科系不符期待 The student finds his/her university or department does not meet his/her expectation.	
申請人 Applicant	學生家長簽章--同意本弟子辦理退學(研究生免)： Signature of the applicant's parent who approves the applicant's application for withdrawal from school (not applicable to postgraduates): 年 月 日 Year month day			學生簽章： Student's signature: 年 月 日 Year month day		
核准 及 日期 Ratification Date	教學單位 Department/Institute		行政單位 Administrative Offices			
	1 導師/指導老師 Advisor	2 系所經辦 Clerk at the Department	3 系(中心)主任/所長 Director	5 註冊組經辦 Division of Registrar	註冊組組長 Chief of the Division of Registrar	教務長 (或授權人) Dean of Academic Affairs (or Deputy)
				教務處	註冊組為最後簽核單位	
休退學時間應依學生(或家長)向學校受理單位(系所)正式提出休退學申請之日為退費計算基準日。 The date on which a student (or the student's parent) applies to his or her department/institute for suspension of schooling or withdrawal from school should be the date of reference that the calculation of a tuition refund is based on.						
<input type="checkbox"/> 舊生註冊日（含）之前退學免繳費 <input type="checkbox"/> 退還學雜費（或學分費、學雜費基數）及其餘各費總和之 2/3 <input type="checkbox"/> 扣除行政手續費 5% 後，全額退費。 <input type="checkbox"/> 退還 1/3						

#### 4 會簽單位 Countersign units : (休學逾期未復學者無須至會簽單位)

4. Countersign Units: (This step is required only if the applicant is still a student studying in school.)

體育室 Office of Physical Education	圖書館典閱組 Division of Collection and Circulation at the Library	國際事務處 Office of International Affairs
<ul style="list-style-type: none"> <li>地點：依仁堂 1 樓 Location: Ground floor of Yiren Hall</li> <li>大一新生開學日(含)前離校者免 Freshmen who leave before (or on) the first day of school do not have to go through this step.</li> </ul>	<ul style="list-style-type: none"> <li>清還借書與罰款請先上網查詢 Return books and pay fines. Please look up your record online in advance.</li> </ul>	<ul style="list-style-type: none"> <li>僅僑生、外籍生和陸生須辦理 For overseas Chinese students, foreign students and Mainland Chinese students only.</li> <li>若僑生請領教育部清寒助學金者須歸還 If an overseas Chinese student applying for suspension of schooling has been given a low-income household scholarship by the MOE, the student has to return the scholarship.</li> </ul>
住宿服務組 Student Housing Service Division	系所實驗室 Labs	<p>下列系所同學須辦理 For students from the following departments only:</p> <ul style="list-style-type: none"> <li>物理系 Physics</li> <li>化學系 Chemistry</li> <li>生命科學系 Life Science</li> <li>光電科學與工程學系 Optics and Photonics</li> <li>系統生物與生物資訊研究所 Systems Biology and Bioinformatics</li> <li>化學工程與材料工程學系 Chemical and Materials Engineering</li> <li>資訊工程學系 Computer Science and Information Engineering</li> <li>通訊工程學系 Communication Engineering</li> <li>水文與海洋科學研究所 Hydrological and Oceanic Sciences</li> <li>環境工程研究所 Environmental Engineering</li> <li>企管系 (研究生須辦理) Business Administration (for postgraduate students only)</li> <li>財金系 (僅碩博士生須辦理) Finance (for postgraduate students only)</li> </ul>

簽核順序：1 導師/指導老師→2 系所經辦→3 系(中心)主任/所長→4 會簽單位→5 註冊組經辦→註冊組組長→教務長(或授權人)  
Procedures and Instructions: 1. Advisor → 2. Clerk at the Department → 3. Director of the Department/Institute → 4. Countersign Units

