

國立中央大學學生退學離校手續申請表

NCU Application Form for Withdrawal from School

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| 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 Academic year | | 學期 Semester | | |
| 退學原因 (僅擇一) Reasons (Choose only one reason.) | <input type="checkbox"/> 重考 Retake <input type="checkbox"/> 懷孕 Pregnancy <input type="checkbox"/> 經濟困難 Economic hardship <input type="checkbox"/> 工作 Occupation <input type="checkbox"/> 育嬰 Child Nurture <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 Ratification 及 日 期 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"/> 扣除行政手續費5%後,全額退費。 <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"/> 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.)

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| 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"> 地點: 依仁堂1樓 Location: Ground floor of Yi-ren Hall 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. | <ul style="list-style-type: none"> 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. | <ul style="list-style-type: none"> 僅僑生、外籍生和陸生須辦理 For overseas Chinese students, foreign students and Mainland Chinese students only. 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. |
| 住宿服務組 Student Housing Service Division | | 系所實驗室 Labs |
| <ul style="list-style-type: none"> 地點: 國際學舍1樓 Location: Ground floor of International Student Dormitory 開學前離校者需補繳當月住宿費用, 未住宿者則免。 One leaving before the first day of semester should pay the fee of the month. (only for the residents). 離校當學期有住宿者, 須先完成退宿檢查手續。Residents need to finish the checkout procedure. 繳清修繕清潔成本費用, 請至宿舍抽籤系統查詢。Look up the fine you have to pay online. | | 下列系所同學須辦理 For students from the following departments only: <ul style="list-style-type: none"> 物理系 Physics 化學系 Chemistry 生命科學系 Life Science 光電科學與工程學系 Optics and Photonics 系統生物與生物資訊研究所 Systems Biology and Bioinformatics 化學工程與材料工程學系 Chemical and Materials Engineering 資訊工程學系 Computer Science and Information Engineering 通訊工程學系 Communication Engineering 水文與海洋科學研究所 Hydrological and Oceanic Sciences 環境工程研究所 Environmental Engineering 企管系(研究生須辦理) Business Administration (for postgraduate students only) 財金系(僅碩博士生須辦理) Finance (for postgraduate students only) |

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

