

# 中原大學學生休、退學申請單

## Chung Yuan Christian University

### Application Form for Students Suspension/ Drop-out of Study

學號(Student ID No.) \_\_\_\_\_

系級(Department) \_\_\_\_\_

姓名(Full Name) \_\_\_\_\_

國籍(Nationality) \_\_\_\_\_

學期 Semester: \_\_\_\_\_

休學 Suspension

退學 Drop-out

| 休學原因 Reason for Suspension  |   | 退學原因 Reason for Drop-out   |  |  |   |
|---|---|--|--|--|---|
| <input type="checkbox"/> 生病 Sicknes <del>ss</del> <input type="checkbox"/> 服兵役 Military service<br><input type="checkbox"/> 因學業成績因素 Academic performance factor<br><input type="checkbox"/> 志趣不合(重考、轉學) Lack of interest<br><input type="checkbox"/> 經濟因素 Economic factor <input type="checkbox"/> 工作 Work<br><input type="checkbox"/> 懷孕 Pregnancy <input type="checkbox"/> 育嬰 Childcare <input type="checkbox"/> 出國 Going abroad<br><input type="checkbox"/> 因論文因素 Paper <input type="checkbox"/> 因適應不良 Maladaptation<br><input type="checkbox"/> 因家人傷病 Caring for family <input type="checkbox"/> 因考試訓練 Examination training<br><input type="checkbox"/> 就讀警校、軍校 Police & Military Academy |   | <input type="checkbox"/> 經濟因素 Economic factor <input type="checkbox"/> 生病 Sicknes<br><input type="checkbox"/> 懷孕 Pregnancy <input type="checkbox"/> 育嬰 Childcare<br><input type="checkbox"/> 志趣不合(重考、轉學) Lack of interest<br><input type="checkbox"/> 工作 Work <input type="checkbox"/> 出國 Going abroad<br><input type="checkbox"/> 服兵役 Military service<br><input type="checkbox"/> 修業年限屆滿 Expiry of Studies<br><input type="checkbox"/> 逾期未註冊 Overdue Registration<br><input type="checkbox"/> 逾期休學未復學 Overdue Re-admission |  |  |   |
| <b>請依順序至各單位簽章 Signature required from Representatives of the Following Offices</b>  |   |  |  |  |   |
| <b>0. 登錄退費日期:聯合行政服務中心(維澈1樓)(詳 Note1)</b><br><b>Refund Date:Administration and Services Center (Note1)</b>   |   | <b>1. 系/所辦公室</b><br><b>Dept. Office</b>  | <b>2. 指導教授/導師</b><br><b>Advisor</b>  | <b>3. 系主任/所長</b><br><b>Department Head</b> | <b>4. 衛保組(全人村1樓)</b><br><b>Health Center</b>                                      |
|   |   |  |  |  |   |
| <b>5. 圖書館</b><br><b>Library</b>   | <b>6. 宿舍老師</b><br><b>Dormitory manager</b><br>(住宿生) | <b>7. 原資中心(熱誠男宿1樓)</b><br><b>Indigenous Student Resource Center</b><br>(原住民生)  | <b>8. 軍訓室 &amp; 生輔組(維澈3樓)</b><br><b>Office of Military Education &amp; Student Advising Division</b> |  |   |
|   |   |  | <b>就貸/弱助</b>   | <b>減免</b>                                  | <b>系教官</b>  |
|   |   |  |  |  |   |
| <b>9. 生輔組&amp;境外組(維澈3樓)</b><br><b>Student Advising Division &amp; Overseas Students Division</b><br>生輔組/獎學金 & 境外組/輔導教官<br>(外籍生、僑生、陸生)   |   | <b>10. 國際暨兩岸教育處</b><br><b>(維澈7樓)</b><br><b>Office of International and Cross-Strait Education</b><br>(外籍生)   | <b>11. 會計室</b><br><b>(維澈6樓)</b><br><b>Accounting Office</b>  |  | <b>12. 聯合行政服務中心</b><br><b>(維澈1樓)</b><br><b>Administration and Services Center</b> |

**Note:**

- 經向聯合行政服務中心正式登錄退費日期後，請於 7 個工作日內完成手續。未完成者，則依實際完成手續日為退費日期。After officially registering the refund date with the Administration and Services Center, please complete the procedure within 7 working days. If not, the refund date will be the actual completion date.
- 依學則第 49 條規定應於學期考試開始日前完成休學程序。The procedure for suspension of study shall be completed by the end of any semester in accordance with Article 49 of CYCU's School Regulations.
- 申請單須經各單位簽章。He/She must inform all office representatives whose signatures have been given on this form.
- 休學申請一次以一學期為限，須於該學期結束前一個月至次學期開學日前辦理復學或提出續休手續。若未依規定辦理者，將依學則規定予以退學處理。The application for suspension of study is limited to one semester only. Please complete the resumption of registration or extension of academic suspension at next semester before registration date. If it is not handled according to the regulations, student will be withdrawn according to the CYCU's School Regulations.

大學部學生，首次辦理休學或退者，完成後將寄發休退學通知予家長(續休則免)。

Parents will be notified when students who apply for suspension/withdrawal of schooling at the first time.

寄發休退學通知予家長       本人已成年，不須寄發通知予家長

Parents will be notified      I am an adult and no need to cotify parents

碩博士學生：碩博士生免 Not including the Master and PhD

申請人簽名 Signature of Applicant: \_\_\_\_\_ 代辦人 Agent: \_\_\_\_\_