

CYCU System of Application for Students Suspension/ Re-admission/ Drop-out of Studies Operational Manual

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壹、Application Process

- 一、 CYCU Main Page → Enrolled Student → Log into itouch → Studies → Teaching Sites → Convenience Learning → System of Application for Students Suspension/ Re-admission/ Drop-out of Studies
- 二、 CYCU Main Page → Enrolled Student → itouch (no need to login) → Office of Academic Affairs → Curriculum and Registration Division → System of Application for Students Suspension/ Re-admission/ Drop-out of Studies

貳、Overview

- 一、 **Application for Suspension of Studies** : Three kinds of situations as below
 1. **Freshman**: Freshmen are exempt from register at school and no need pay for the tuition fee if you apply for academic suspension online before freshmen registration day. The procedure is considered complete once the application has been approved.
 2. **General**: Enrolled students need to apply for academic suspension online and print out the application form before final exam starts. The procedure is considered complete after approved by each unit required on the form.
 3. **Re-suspension (continuing suspension)**: Students may apply for academic suspension with each semester as one unit. Suspended students who feel like continuing suspension must done the application online before the registration day of next semester and the procedure is considered complete once the application has been approved.
- 二、 **Application for Re-admission**: Suspended students who want to re-admission may submit your request online from one month before the end of your suspended semester until next semester registration day. The procedure is considered complete once the application has been approved.
- 三、 **Application for Drop out of studies**: Those who want to drop out of studies automatically may submit your request online and print out the application form from the system. The procedure is considered complete after approved by each unit required on the form.
- 四、 **Inquiry and Amendment**: You may inquire the application record by the system and select 'EDIT' to amend your application details **before approval**.

After your application has been approved, you may print out the Certification of Academic Suspension by select 'Download Certification of Academic Suspension'.

參、Application for Suspension of Studies

一、Academic suspension for freshmen

1. Freshman may log into the account with student ID number and the password is your date of birth.



The screenshot shows the login page of the '申請休復退學系統' (Academic Suspension System). The page title is '登入' (Login). Below the title, there is a green box with the text '請使用ITOUCH帳號密碼登入' (Please use ITOUCH account and password to log in). There are two input fields: '帳號' (Account) and '密碼' (Password). Below the '帳號' field, there is a note: '帳號=學號' (Account = Student ID). Below the '密碼' field, there are two notes: '新生密碼為西元生日8碼' (New student password is 8-digit Western birthday) and '若已有重設過密碼，則請使用新密碼' (If you have already reset your password, please use the new password). A blue '登入' (Login) button is located at the bottom center.

2. Please select [Academic Suspension for Freshmen] from the application categories.

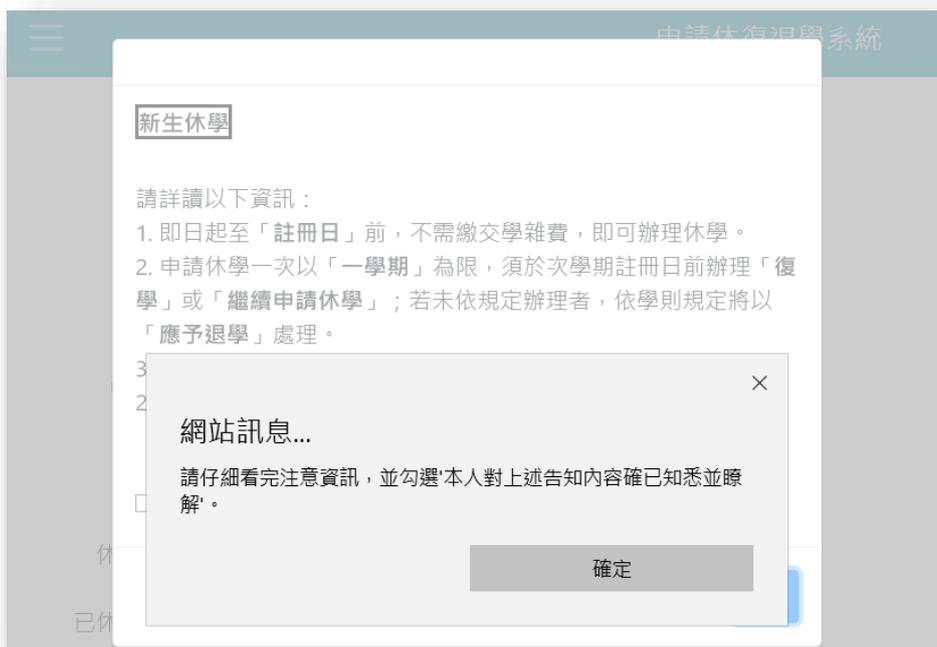


The screenshot shows the application page of the '申請休復退學系統' (Academic Suspension System). The page title is '申請休復退學系統' (Academic Suspension System) with a '系統主頁' (System Home) link. There are three green buttons: '申請休學' (Apply for Academic Suspension), '申請復學' (Apply for Academic Re-entry), and '申請退學' (Apply for Academic Withdrawal). Below the buttons, there is a note: '*非休學生不能辦理申請復學*' (Non-suspended students cannot apply for academic re-entry). There is a dropdown menu for '申請類別' (Application Category) with a blue arrow icon. The dropdown menu is open, showing the following options: '--請選擇--' (Please select) and '新生休學' (New student academic suspension). The '申請休學' button and the '新生休學' option are circled in red.

3. An alert box will pop up after entering the web page, please tick [I have read and fully understand the contents of the above statements.] and then click “OK” to proceed.



4. If you're not tick it, then the alert box of [Please read the notice carefully] will be popped up.



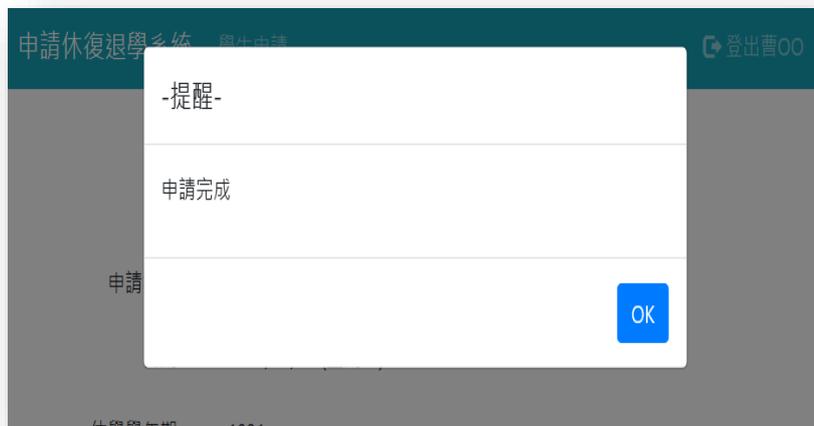
5. [Contact Number], [Reason for Suspension] and [Whether to purchase the safety insurance] are required fields, please click [SEND] after filled out the form.



6. If the required fields are blanked, the alert box of [Please check the required fields] will be popped up.

The screenshot displays the '申請休復退學系統' (Application for Suspension/Leave/Withdrawal System) form. At the top, there are four green buttons: '申請休學', '申請復學', '申請退學', and '申請下學期-續休/復學'. Below these are several instructions in small text. The form fields include: '申請類別' (Application Type) set to '新生休學', '日期' (Date) as '2022/12/16 (星期五)', '休學學年期' (Suspension Semester) as '1111', '已休學學期數' (Number of Semesters Suspended) as '0', '班級' (Class) as '醫工一甲', '學號' (Student ID) as '11125103', '姓名' (Name) as '黃OO', '聯絡手機' (Contact Mobile) as '09*****', '寄發休退學通知' (Send Suspension/Withdrawal Notice) as '--請選擇--', and '休學原因' (Reason for Suspension) as '--請選擇--'. A note at the bottom states: '(大學部學生首次申請休學或退學，須選擇是否寄發休退學通知予家長(續休則免)；碩博士生申請休學或退學，免寄發通知予家長。)'

7. An alert box of [application complete] will be popped up once you've done the online application process.



8. Those who want to purchase the safety insurance, please select [Make Payment] to view your payment details.

A screenshot of the '申請休復退學系統' (Application for Leave/Re-enrollment System) showing application details. The page has a teal header with the system name and '學生申請' on the left, and '登出曹OO' on the right. The main content area is white and contains the following information:

申請休復退學系統 [系統首頁](#)

申請類別： 新生休學
日期： 2020/07/10 (星期五) 20:29
休學學年期： 1091
已休學學期數： 0
班級： 機械一丙
學號： 10923308
姓名： 曹OO
聯絡手機： 0912345678
休學原因： 因考試訓練

是否投保平安保險： 是
(辦理休學者，享有參加團體平安保險及教育部每學期保險費補助 50 元之權益。本學年度：每學期平安保險費為 246 元(已扣除教育部補助))

繳費方式，請擇一：
[繳費](#)

畢業證書： 無上傳任何檔案
服役的在營證明： 無上傳任何檔案
懷孕證明文件： 無上傳任何檔案
育嬰證明文件： 無上傳任何檔案
結果： 未審核

二、General Academic Suspension

1. For enrolled students, please select [General Academic Suspension] from the application categories.

2. An alert box will pop up after entering the web page, please tick [I have read and fully understand the contents of the above statements.] and then click "OK" to proceed.

一般休學

請詳讀以下資訊

1. 第一學期申請期間：學期開始至「學期考試開始日」前一天。
2. 第二學期申請期間：
一般生：學期開始至「學期考試開始日」前一天。
應屆畢業生：學期開始至「畢業考試開始」前一天。
3. 申請休學每次以「一學期」為限，須於次學期開學日前辦理「復學」或「繼續申請休學」(只能擇一申請)；若未依規定辦理者，依學則規定將以「應予退學」處理。
4. 大學部學生首次申請休學或退學，須選擇是否寄發休退學通知予家長(續休則免)；碩博士生申請休學或退學，免寄發通知予家長。
5. 因懷孕、育嬰(撫育三歲以下子女)或入營服役，須申請「延長休學期限」者，請上傳證明文件。
6. 休學期間入營服役，須於原應復學年月前持休學證明書及服役證明，申請延長休學期限，俟服役期滿，再檢同退伍令申請復學。未申請延長休學者依第四十九、五十二條處理。服役之期限不併入休學期限之累計。
7. 各學制學生休學，至多以4個學期為原則，但懷孕、撫育三歲以下子女期間或入營服役之休學，不計入休學期限。
8. 線上系統申請後，須印出紙本申請單，會辦相關單位。
9. 退費標準依「專科以上學校學雜費退費基準表」辦理。
10. 如有任何疑問，請洽聯合行政服務中心 03-2651179或03-2651180。

本人對上述告知內容確已知悉並瞭解。

OK

3.[Contact Number] and [Reason for Suspension] are required fields, please click [send] after filled out the form.

申請休復退學系統 學生申請 登出張OO

申請休復退學系統 系統主頁

申請休學 申請復學 申請退學

非休學生,不能辦理申請復學

申請類別: * 一般休學

日期: 2020/07/09 (星期四)

休學學年期: 1091

已休學學期數: 0

班級: 資訊四乙

學號: 10427241

姓名: 張OO

聯絡手機: * 09*****

休學原因: * --請選擇--

送出申請

4.If the required fields are blanked, the alert box of [Please check the required fields] will be popped up.

申請休復退學系統 學生申請 登出張OO

請仔細檢查必填欄位。

-提醒- 聯絡手機 未填寫
-提醒- 休學原因 未填寫

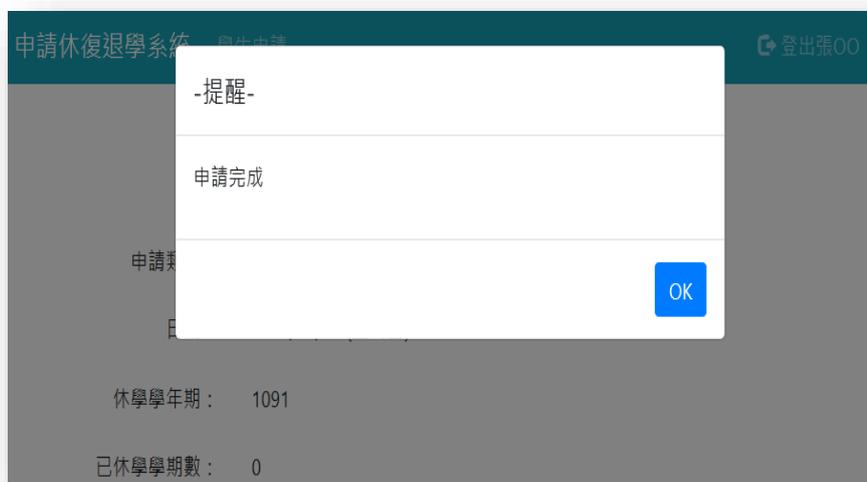
OK

申請類別: * 一般休學

日期: 2020/07/10 (星期五)

休學學年期: 1091

5. An alert box of [application complete] will be popped up once you've done the online application process, then click "OK" to proceed.



6. Please select [Print out application form], and the form will show up for printing.



7. Please print out the form and get approved from each unit required on the form.

etouch30.cycu.edu.tw/active_project/cycu2000h_03/StChan/mvc/st_chan_applyFormResult_P... 1 / 3

中原大學學生休、復、退學申請單

Chung Yuan Christian University Application Form for Students Suspension/ Re-admission /Drop-out of Study

學號(Student ID No.) 10624211 系級(Department) 工業工程組三乙
 姓名(Full Name) 謝00 出生日期(Date of Birth) 2020/04/25
 國籍(Nationality) 中華民國 手機號碼(Mobile No.) 090909099
 身分證號/居留證號(ID No./ARC) A225432261 電子郵件(E-mail) ccservice@office.cycu.edu.tw
 通訊地址(Contact Address) 地址63000040
 申請日期 Date of Application: 2020/06/22 休學 Suspension 退學 Drop-out
 學期 Semester: 1082 **休復學一請直線線上申請 Re-admission Please apply online**

休學原因 Reason for Suspension		退學原因 Reason for Drop-out	
<input type="checkbox"/> 生病 Sickness	<input type="checkbox"/> 服兵役 Military service	<input type="checkbox"/> 經濟因素 Economic factor	<input type="checkbox"/> 生病 Sickness
<input type="checkbox"/> 國學業成績因素 Academic performance factor	<input type="checkbox"/> 志趣不合：(重考、轉學) Lack of interest	<input type="checkbox"/> 懷孕 Pregnancy	<input type="checkbox"/> 育嬰 Childcare
<input type="checkbox"/> 經濟因素 Economic factor	<input checked="" type="checkbox"/> 工作 Work	<input type="checkbox"/> 志趣不合：(重考、轉學) Lack of interest	<input type="checkbox"/> 工作 Work
<input type="checkbox"/> 懷孕 Pregnancy	<input type="checkbox"/> 育嬰 Childcare	<input type="checkbox"/> 出國 Going abroad	<input type="checkbox"/> 出國 Going abroad
<input type="checkbox"/> 閱讀文因素 Paper	<input type="checkbox"/> 適應不良 Maladaptation	<input type="checkbox"/> 服兵役 Military service	<input type="checkbox"/> 服兵役 Military service
<input type="checkbox"/> 因家人傷病、照顧家人 Caring for family	<input type="checkbox"/> 因考試訓練 Examination training	<input type="checkbox"/> 專業年限屆滿 Expiry of Studies	<input type="checkbox"/> 專業年限屆滿 Expiry of Studies
		<input type="checkbox"/> 逾期未註冊 Overdue Registration	<input type="checkbox"/> 逾期未註冊 Overdue Registration
		<input type="checkbox"/> 逾期休學未復學 Overdue Re-admission	<input type="checkbox"/> 逾期休學未復學 Overdue Re-admission

各單位簽章 Signature required from Representatives of the Following Offices

1. 系/所辦公室 Dept. Office	2. 指導教授/導師 Advisor	3. 系主任/所長 Department Head	4. 衛保組(含人科1線) Health Center
5. 圖書館 Library	6. 宿舍老師 Dormitory manager	7. 原居中心(商學院1線) Indigenous Student Resource Center	8. 軍訓室 系主任(線線3線) Office of Military Education Student Advising Division
	(依備查) 免辦	(依備查) 免辦	院管 院免 院教管
9. 國際組/海外組(線線3線) Student Advising Division Overseas Students Division	10. 會計室 (線線1線) Accounting Office	11. 國際暨兩岸教育處 (線線1線) Office of International and Cross-Strait Education	12. 聯合行政服務中心 (線線1線) Administration and Services Center
(外備查、備查、備查) 免辦		(外備查) 免辦	

Note:

- 休學則需待休學完學期上課終止日前完成休學程序。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.
- 因故無法親自辦理休學手續者，可由代辦人辦理。If student cannot personally process this application form, he/she may assign a person to prepare the form for him/her.
- 大學部學生申請時，必須檢附家長親筆簽署之同意書。(碩博生免) This application form can only be processed if all signatures required have been provided and the parental consent form (for undergraduate students) is attached.
- 申請單需經各單位簽章。In the event that the student decides to back out from suspension to study, 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，關於大學部學生註冊日前辦理復學或休學手續，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.

申請人簽名 Signature of Applicant: _____ 代辦人 Agent: _____

20P007-076
列印時間: Mon Jun 22 16:47:54 CST 2020

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中原大學學生休學團體平安保險

Letter of Undertaking for Students' Group Insurance of CYCU Students Who Apply for Suspension of Study

- 本校學生辦理休學，應檢附團體平安保險投保書，若屬免繳保費之保險金額，CYCU students who apply for suspension of study shall complete the Letter of Undertaking for the students' group insurance and make up the payable insurance premium in full.
- 休學生在休學期間應參加保險之規定及教育保險之保費(含)每學期之保費，應遵照本校規定，詳見保險契約條款。The students on suspension of study may still enjoy the interest and right for enrollment into the students' group insurance and the subsidy granted by Ministry of Education (MOE) if you consent. If the student does not wish to be enrolled into the insurance, they shall be liable for any insurance-related matter, which may include incurred by them during the insured period, if any, independently.
- 上學期休學(10/1)：下學期休學(10/1) 保險保費，半年繳納可免費，其餘不免費。CYCU students who apply for suspension of study by October 31 in the case of 1-semester or by March 31 in the case of 2-semester, an insurance group insurance premium will be refunded.
- 本學年度：每學期保費為200元(已扣除教育部補助)。The insurance premium is NT\$200 per semester from the subsidy granted by Ministry of Education.
- 請依照規定辦理。Please adhere depending on personal circumstances.

同意狀況 Status of consent	應繳交金額 Payable amount
<input type="checkbox"/> 本學期已繳納保費，免繳保費 Already paid in this semester and免繳保費	免繳保費 No premium
<input type="checkbox"/> 本學期未繳納保費，但免繳保費 Already paid in this semester but not to be免繳保費	上學期10/1 休學保費可退還 下學期10/1 休學保費可退還 The students who apply for suspension of study by October 31 in the case of one-semester or by March 31 in the case of two-semester premium may be refunded.
<input type="checkbox"/> 本學期未繳納保費，免繳保費 Not paid in this semester, but免繳保費	免繳保費 No premium
<input type="checkbox"/> 本學期未繳納保費，未免繳保費 Not paid in this semester, not免繳保費	免繳保費 No premium

此致
中原大學 (Chung Yuan Christian University)

代辦人簽名 Undersigned

姓名 Name:	身分證字號 ID No.:
系級 Department Code:	學號 Student ID:
連絡電話(家) Contact No. (H):	連絡電話(手機) Contact No. (M/Mob):
通訊地址 Address:	
日期 Date: 年 Y) 月 M) 日 D)	

代辦人簽名 Signed by the attorney

姓名 Name:	身分證字號 ID No.:
與被保人關係 Relationship with the insured:	連絡電話(手機) Contact No. (M/Mob):
通訊地址 Address:	

三、Re-suspension (Continuing Suspension)

1. For suspended students, please select [Re-suspension (continuing Suspension)] from the application categories.



2. An alert box will pop up after entering the web page, please tick [I have read and fully understand the contents of the above statements.] and then click “OK” to proceed.



繼續申請休學

請詳讀以下資訊

1. 即日起至「開學日」前，繼續申請休學者，不須繳學雜費。
2. 申請休學每次以「一學期」為限，須於次學期開學日前辦理「復學」或「繼續申請休學」(只能擇一申請)；若未依規定辦理者，依學則規定將以「應予退學」處理。
3. 因懷孕、育嬰(撫育三歲以下子女)或入營服兵役，須申請「延長休學期限」者，請上傳證明文件。
4. 休學期間入營服兵役，須於原應復學年月前持休學證明書及服役證明，申請延長休學期限。俟服役期滿，再檢同退伍令申請復學。未申請延長休學者依第四十九、五十二條處理。服兵役之期限不併入休學期限之累計。
5. 各學制學生休學，至多以4個學期為原則，但懷孕、撫育三歲以下子女期間或入營服兵役之休學，不計入休學期限。
6. 如有任何疑問，請洽聯合行政服務中心 03-2651179或03-2651180。

本人對上述告知內容確已知悉並瞭解。

OK

3. [Contact Number], [Reason for Suspension], [Whether to purchase the safety insurance] are required fields and please upload [Declaration of Parental Consent], then click [send] after filled out the form.

The screenshot shows the 'Application for Suspension/Resumption of Studies System' (申請休復退學系統) interface. The page title is '申請休復退學系統' and the user is logged in as '李OO'. The system provides four main action buttons: '申請休學' (Apply for Suspension), '申請復學' (Apply for Resumption), '申請退學' (Apply for Withdrawal), and '申請下學期-續休/復學' (Apply for Next Semester - Continue Suspension/Resumption). A warning message states: '重要訊息: *當學期非休學生,不能辦理申請下學期-續休/復學*'. The form fields are as follows:

申請類別: *	續休
日期:	2022/12/16 (星期五)
休學學年期:	1111
已休學學期數:	2
班級:	國貿一乙
學號:	11042271
姓名:	李OO
聯絡手機: *	09*****
休學原因: *	--請選擇--
是否投保平安保險: *	否

4. If the required fields are blanked, the alert box of [Please check the required fields] will be popped up.

The screenshot shows an alert box (modal) with the text: '請仔細檢查必填欄位。' (Please carefully check the required fields.) and '-提醒- 休學原因 未填寫' (-Reminder- Suspension Reason not filled). The background shows the application form with a '瀏覽...' (Browse...) button. The alert box has an 'OK' button.

5. An alert box of [application complete] will be popped up once you've done the online application process.



6. Those who want to purchase the safety insurance, please select [Make Payment] to view your payment details.

A screenshot of the '申請休復退學系統' (Application for Leave/Re-enrollment System) showing a list of application details. The details include: '申請類別: 續休', '日期: 2020/07/10 (星期五) 21:38', '休學學年期: 1091', '已休學學期數: 2', '班級: 應數一乙', '學號: 10811218', '姓名: 楊00', and '聯絡手機: 0912345678'. A red rectangular box highlights the following section: '休學原因: 服兵役', '是否投保平安保險: 是 (辦理休學者, 享有參加團體平安保險及教育部每學期保險費補助 50 元之權益。本學年度: 每學期平安保險費為 246 元(已扣除教育部補助))', and '繳費方式, 請擇一: 繳費'. Below this, there are three sections for document uploads: '服兵役的在營證明: 無上傳任何檔案', '懷孕證明文件: 無上傳任何檔案', and '育嬰證明文件: 無上傳任何檔案'. The top of the page has '申請休復退學系統 學生申請' and a '登出' button.

7. There are different types of payment methods for purchase the safety insurance

中興大學 繳費便利服務

平安保險費

交易編號: 橘00 平安保險費 \$246元
應繳金額: \$ 246
銀帳編號: 51752-0032-44590 (說明)
銀帳狀態: 未繳費
支付方式: 有四種, 請擇一

方法一：網路ATM (銀行轉帳/匯款)

銀行代碼: 017 (兆豐銀行)
轉帳帳號: 51752-0032-44590
轉帳金額: \$ 246

請注意:
台灣行動支付(如Pay) 或各銀行之行動銀行APP, 免IC卡讀卡機、免電腦設定、免限瀏覽器、免受限作業系統, 請選擇「行動轉帳」、「輸入轉帳資訊」方式進行即可。
*須綁定金融卡, 非信用卡支付。

使用網路ATM:
兆豐銀行網路ATM 免輸入帳號、金額, 正確又便利
不受每日轉帳三萬元限額限制。
須準備: 能讀取IC金融卡的讀卡機
亦可選擇實體自動櫃員機(ATM)操作:
請選擇「繳費/稅/各項繳費」, 不受每日轉帳三萬元限額限制, 或至各分行櫃檯辦理(兆豐銀行中壢分行, 戶名: 中興大學)。
*手續費: 依發卡銀行規定為準, 可能因行情波動而變更。

方法二：超商代收

OK
7-Eleven
FamilyMart
MART
可將本帳碼顯示在智慧型手機上 使用或 列印本頁
掃一掃, 帳碼帶單走!

代收期限: 2020.07.17(五), 逾期請以ATM方式繳納。
納帳時間: 各超商加開在結匯時間不同, 可能需等1-3天後才會完成納帳手續, 敬請保留單據以維護權益, 等待納帳期間, 請再與其他支付方式, 以免重複繳費。
須手續費: 可能有10-18元手續費, 由超商通路收取。
由於手機個別差異, 可能有超商無法讀取的情況, 敬請理解。

方法三：微信支付

微信支付
支付金額: \$ 246 (新台幣)

僅限中國籍公民帳戶用於海外消費。
实名认证制, 台灣籍帳戶無法使用。
代收期限: 2020.07.17(五), 逾期請以ATM方式繳納。
QR碼將於2020.07.11 01:02:20失效, 逾期請 刷新。

方法四：本校 出納組櫃台 辦理

51752 0032 4459 0
辦理時間: 平日09:00 ~ 16:30
座落地點: 總圖樓一樓(入校門口右手邊有星巴客那棟) 地圖
服務電話: (03)265-7009

建檔時間: 2020.07.10(五) 21:38
意見回饋: [線上反映](#)
v2.4(2020.06.30)

肆、Application for Re-Admission of Studies

- 1.Suspended students who want to re-admission may submit your request online from one month before the end of your suspended semester until next semester registration day.

申請休復退學系統

[+ 申請休學](#) [+ 申請復學](#) [+ 申請退學](#)

相關文件下載：
• [相關文件1.pdf \(181.45 KB\)](#)
• [相關文件2.pdf \(181.45 KB\)](#)

歷年各項申請清單：

申請學年期	申請類別	申請時間	審核狀態	審核結果	下載休學證明書
• 目前尚未有申請資料					

- 2.[Contact Number] is required field, then click [send] after filled out the form.

申請休復退學系統 系統首頁

[+ 申請休學](#) [+ 申請復學](#) [+ 申請退學](#)

申請類別：復學

日期：2020/07/10 (星期五)

復學學年期：1091

班級：原住民專班三

學號：10637115

姓名：王〇〇

聯絡手機：*

09*****

退役證明：[請選擇檔案 \(如服過役請上傳退役證明掃描檔或照片\)](#)

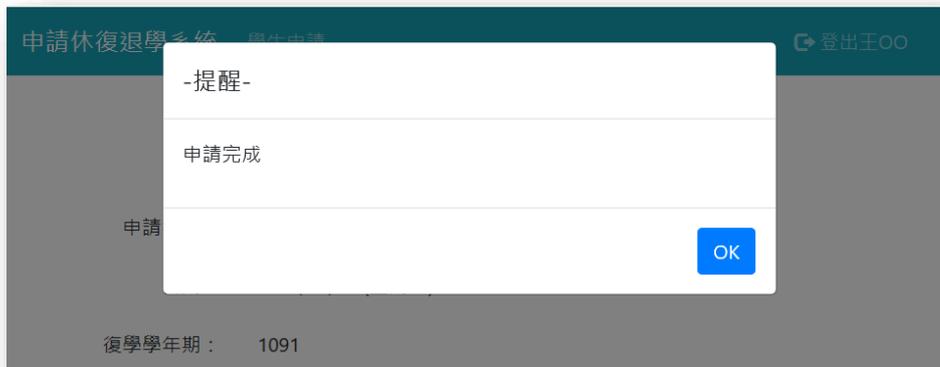
未選擇檔案。

結果：

3.If the required fields are blanked, the alert box of [Please check the required fields] will be popped up.



4.An alert box of [application complete] will be popped up once you've done the online application process.

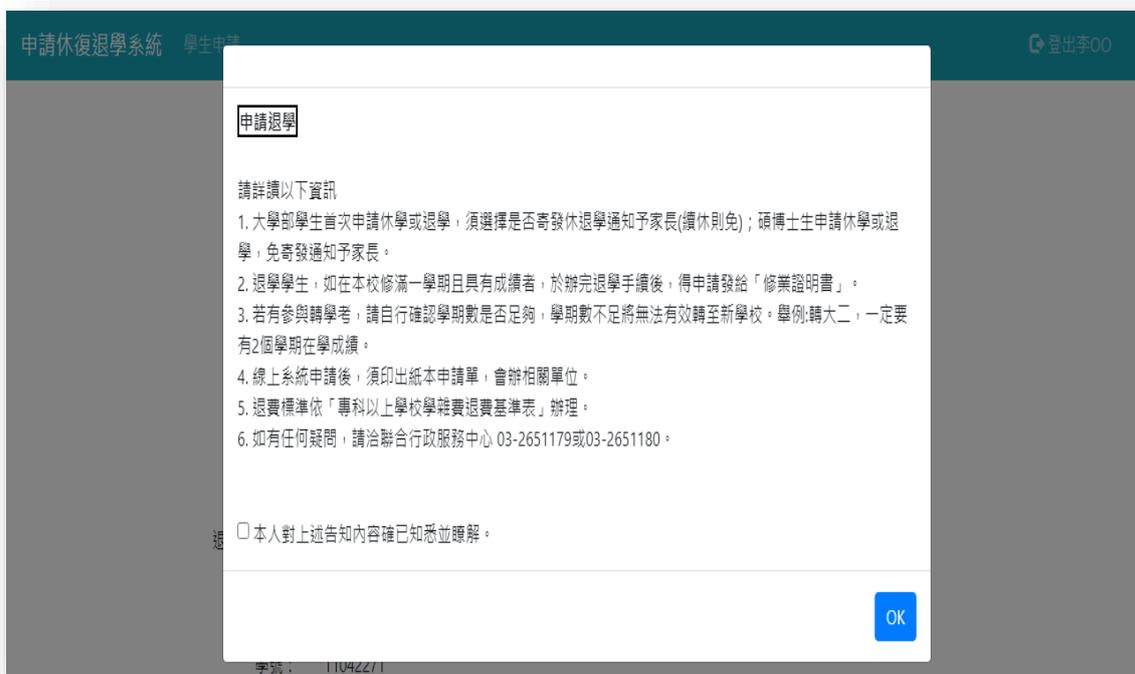


伍、Application for Drop-out of Studies

1. Enrolled Students who want to drop-out of studies automatically, please select [Drop-out of Studies] from the application categories.



2. An alert box will pop up after entering the web page, please tick [I have read and fully understand the contents of the above statements.] and then click “OK” to proceed.



3. [Contact Number] and [Reason for Drop-out] are required fields, please click [send] after filled out the form.

申請休復退學系統 學生申請 登出莊OO

申請休復退學系統 系統主頁

[+ 申請休學](#) [+ 申請復學](#) [+ 申請退學](#)

非休學生,不能辦理申請復學

申請類別： 自動退學

日期： 2020/07/09 (星期四)

退學學年期： 1091

班級： 應數博七

學號： 10001102

姓名： 莊OO

聯絡手機：*

退學原因：*

[送出申請](#)

4. If the required fields are blanked, the alert box of [Please check the required fields] will be popped up.

申請休復退學系統 學生申請 登出莊OO

請仔細檢查必填欄位。

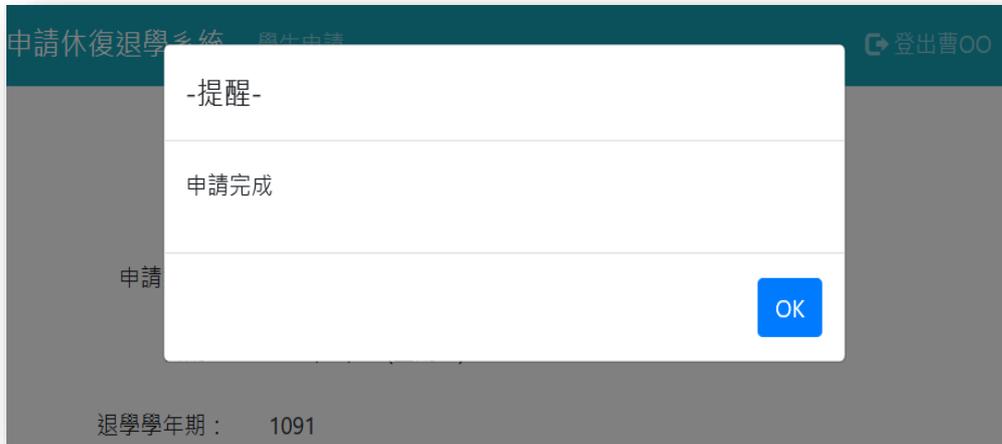
-提醒- 聯絡手機 未填寫

-提醒- 退學原因 未填寫

[OK](#)

申請類別： 自動退學

5. An alert box of [application complete] will be popped up once you've done the online application process.



6. After click "OK" on the alert box, you may select [Print out application form] and the form will show up for printing.



7. Please print out the form and get approved from each unit required on the form.

etouch30.cycu.edu.tw/active_project/cycu2000h_03/StChan/mvc/st_chan_applyFormResult_P... 1 / 3

st_chan_applyFormResult_PDF.jsp 1 / 3

中原大學學生休、復、退學申請單

Chung Yuan Christian University Application Form for Students Suspension/ Re-admission /Drop-out of Study

學號(Student ID No.) 10055004 系級(Department) 特教碩四
姓名(Full Name) 吳00 出生日期(Date of Birth) 2020/04/25
國籍(Nationality) 中華民國 手機號碼(Mobile No.) 0909090909
身分證號/居留證號(ID No./ARC) V221189767 電子郵件(E-mail) ccservice@office.cycu.edu.tw
通訊地址(Contact Address) 地址10005040
申請日期 Date of Application: 2020/06/23 休學 Suspension 退學 Drop-out
學期 Semester: 1082 **休復學—請直接線上申請 Re-admission Please apply online**

休學原因 Reason for Suspension		退學原因 Reason for Drop-out	
<input type="checkbox"/> 生病 Sickness	<input type="checkbox"/> 服兵役 Military service	<input type="checkbox"/> 經濟因素 Economic factor	<input checked="" type="checkbox"/> 生病 Sickness
<input type="checkbox"/> 因學業成績因素 Academic performance factor	<input type="checkbox"/> 志趣不合: (重考、轉學) Lack of interest	<input type="checkbox"/> 懷孕 Pregnancy	<input type="checkbox"/> 育嬰 Childcare
<input type="checkbox"/> 經濟因素 Economic factor	<input type="checkbox"/> 工作 Work	<input type="checkbox"/> 志趣不合: (重考、轉學) Lack of interest	<input type="checkbox"/> 工作 Work
<input type="checkbox"/> 懷孕 Pregnancy	<input type="checkbox"/> 育嬰 Childcare	<input type="checkbox"/> 出國 Going abroad	<input type="checkbox"/> 出國 Going abroad
<input type="checkbox"/> 因論文因素 Paper	<input type="checkbox"/> 因適應不良 Maladaptation	<input type="checkbox"/> 服役 Military service	<input type="checkbox"/> 服役 Military service
<input type="checkbox"/> 因家人傷病、照顧家人 Caring for family	<input type="checkbox"/> 因考試訓練 Examination training	<input type="checkbox"/> 修業年限屆滿 Expiry of Studies	<input type="checkbox"/> 逾期未註冊 Overdue Registration
		<input type="checkbox"/> 逾期休學未復學 Overdue Re-admission	

各單位簽章 Signature required from Representatives of the Following Offices

1. 系/所辦公室 Dept. Office	2. 指導教授/導師 Advisor	3. 系主任/所長 Department Head	4. 衛保組(含人科)組 Health Center
5. 圖書館 Library	6. 宿舍舍師 Dormitory manager	7. 原育中心(留學組) Indigenous Student Resource Center	8. 軍訓室及生輔組(除職3級) Office of Military Education Student Advising Division
9. 生輔組(除職3級) Student Advising Division (Cross-Strait Students Division)	10. 會計室 (除職3級) Accounting Office	11. 國際臺灣教育處 (除職3級) Office of International and Cross-Strait Education	12. 聯合行政服務中心 (除職3級) Administration and Services Center
生輔組/國際處、生輔組/國際教育 (外職生、僑生、生直)	免辦	免辦	免辦

Notes:

- 休學則需於規定應於學期上課截止日前完成休學程序。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.
- 因故無法親自辦理休學手續者，可由代理人辦理。 If student cannot personally process this application form, he/she may assign a person to prepare the form for him/her.
- 大學部學生申請時，必須檢附家長親筆簽署之同意書。(碩博士班免) This application form can only be processed if all signatures required have been provided and the parental consent form (for undergraduate students) is attached.
- 申請單需由各單位簽章。 In the event that the student decides to back out from suspension to study, 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，僅於次學期開始註冊日前辦理復學或提出續修手續。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.

申請人簽名 Signature of Applicant: _____ 代理人 Agent: _____

20P007-076
列印時間: Tue Jun 23 09:32:50 CST 2020

etouch30.cycu.edu.tw/active_project/cycu2000h_03/StChan/mvc/st_chan_applyFormResult_P... 3 / 3

st_chan_applyFormResult_PDF.jsp 3 / 3

中原大學學生休學團體平安保險

Letter of Undertaking for Students' Group Insurance of CYCU Students Who Apply for Suspension of Study

1. 本校學生辦理休學者，應填妥團體平安保險同意書，並繳足團體保險之保費金額。CYCU students who apply for suspension of study shall complete the letter of undertaking for the students' group insurance and make up the payable insurance premium in full.

2. 休學學生須自費參加上學期平安保險之續保費及退費之保險費 50 元/每學期之保額。若續保不獲核准，則依規定退還保費。休學學生須自費參加上學期平安保險之續保費及退費之保險費 50 元/每學期之保額。若續保不獲核准，則依規定退還保費。休學學生須自費參加上學期平安保險之續保費及退費之保險費 50 元/每學期之保額。若續保不獲核准，則依規定退還保費。

3. 上學期於 10/31 前、下學期於 02/28 前休學者，平安保險費可退費，其餘不退費。A student who applies for suspension of study by October 31 in the case of 1st semester or by March 31 in the case of 2nd semester, no insurance group insurance premium will be refunded.

4. 本學年度，每學期保費為 250 元(已扣保費群體款)。The insurance premium is NT\$250 per semester (has already been paid by Ministry of Education).

5. 團體保險人與退費標準(Please refer to the attached document).

繳費狀況 Status of payment	應退金額 Possible amount
<input type="checkbox"/> 本學期已繳納保費，未投保 Study paid in the semester and insured	無退費 Not repaid
<input type="checkbox"/> 本學期已繳納保費，但未投保 Study paid in the semester, but not to be covered	上學期 10/31 前休學者可退費 下學期 02/28 前休學者可退費 The student who apply the suspension of study by October 31 in the case of 1st semester or by March 31 in the case of 2nd semester may be refunded.
<input type="checkbox"/> 本學期未繳納保費，未投保 Not paid in the semester, but insured	250 元 NT\$250
<input type="checkbox"/> 本學期未繳納保費，並未投保 Not paid in the semester, and not to be covered	無退費 Not repaid

此致
中原大學 Chung Yuan Christian University

茲經簽人 Undertaker

姓名 Name: _____ 身分證字號 ID No.: _____
系級 Department Grade: _____ 學號 Student ID: _____
連絡電話(家) Contact No. (H): _____ 連絡電話(手機) Contact No. (Mobility): _____
通訊地址 Address: _____
日期 Date: _____ 年 Year _____ 月 Month _____ 日 Day _____

代理人簽名 Signed by the attorney

姓名 Name: _____ 身分證字號 ID No.: _____
與被保險人關係 Relationship with the insured: _____ 連絡電話(手機) Contact No. (Mobility): _____
通訊地址 Address: _____

陸、Inquiry and Amendment

1. After log into the main page, you could inquire the application record by the system and select 'EDIT' to amend your application details **before approval**.

申請休復退學系統 學生申請 登出 退出

申請休復退學系統

[+ 申請休學](#) [+ 申請復學](#) [+ 申請退學](#)

非休學生,不能辦理申請復學

相關文件下載：
• [相關文件1.pdf \(181.45 KB\)](#)
• [相關文件2.pdf \(181.45 KB\)](#)

歷年各項申請清單：

申請學年期	申請類別	申請時間	審核狀態	審核結果	下載休學證明書
1091	自動退學	2020/07/08 (星期三) 17:47	未審核	結果 編輯	
1091	新生休學	2020/07/08 (星期三) 17:42	未審核	結果 編輯	

2. After your application has been approved, you may print out the Certification of Academic Suspension personally by select 'Download Certification of Academic Suspension'.

申請學年期	申請類別	申請時間	審核狀態	審核結果	下載休學證明書
1091	新生休學	2020/06/22 (星期一) 10:38	已審核	結果 編輯	下載休學證明書