

# 慈濟科技大學 學生休學申請書 (含家長同意書)

## Tzu Chi University of Science and Technology Student Request Form for suspension (Including Parental Consent Form)

※自申請日起，請於三日內完成所有離校手續與會簽單位，否則視同未完成退學程序

Please complete all leaving procedures with countersigning units within 3 days of the date of application, or the withdrawal request shall be considered incomplete.

申請日期 Date of Application :

收件日期 Date of collection :

學制 Program type	<input type="checkbox"/> 五專 Five-year junior college <input type="checkbox"/> 二專 Two-year junior college <input type="checkbox"/> 二技 Two-year technical college <input type="checkbox"/> 四技 Four-year technical college <input type="checkbox"/> 研究所 Graduate school	所系科 Graduate institute Department / Program		身份 Status	<input type="checkbox"/> 本國學生 Domestic student <input type="checkbox"/> 境外學生 Foreign student
姓名 Name		學號 Student ID number		班級 Class	年 Grade 班 Class
聯絡電話 Contact number		休學期間 Period of leave	自 學年度第 學期 From [Number]Academic Year [Number] Semester 至 學年度第 學期 To [Number]Academic Year [Number] Semester		
地址 Address	□ □ □				
休學原因 Reason for leave	<input type="checkbox"/> 因病 Illness <input type="checkbox"/> 因學業成績 Academic performance <input type="checkbox"/> 因志趣不合 Lack of interest <input type="checkbox"/> 因操行成績 Personal conduct score <input type="checkbox"/> 因經濟困難 Economic hardship <input type="checkbox"/> 因工作需求 Employment <input type="checkbox"/> 因轉學 Transfer <input type="checkbox"/> 因懷孕 Pregnancy <input type="checkbox"/> 因育嬰 Childcare <input type="checkbox"/> 因兵役 Military service <input type="checkbox"/> 因其他，請說明原因 Other (please state) :				
申請流程 Application procedure	※請先送完會簽單位及離校手續單位後，再將申請單送回註冊組。 說明： 1.備家長或監護人同意書。 2.請系辦或導師務必與家長確認後再行核章。 3.學生須辦妥退學及離校手續後，始得申請修業證明書。 4.境外學生須至國際暨兩岸事務處教育組辦理離校手續。 5.繳回學生證。 6.學生休學須經校長核准後，始正式生效。		※Please deliver the form to the countersigning units and the units in charge of student leave procedures, and then submit the request form to the Registrar. 1.Parent (Guardian) Consent Form is required. 2.The department administrators or the advisor should confirm with the parent before approval. 3.Students must complete the procedures for permanent withdrawal and departure from the University before applying for a certificate of noncompletion 4.Foreign students shall handle leave procedures at the Education Section at the Office of International and Cross-Strait Affairs 5 Return your student ID card. 6. Students' withdrawal must be approved by the University President before entering into effect		
申請人簽章 Applicant's signature :					
會簽單位 Countersigning unit	導師 Advisor	學諮中心 Student Counseling Center	教官室 Military Instructor Office	系科主任 Department Chair	學務長 Dean of Student Affairs
承辦單位 Case handling unit	註冊組承辦人員 Registrar Agent	註冊組組長 Chief Registrar	教務長 Dean of Academic Affairs	校長 University President	

\*背面尚有離校手續

\* There are still school leaving procedures on the back

## 離校手續 Temporary Leave Procedures

舍監 Dorm Supervisor	生活輔導組 Student Counseling Division	衛生保健組 Health and Wellness Division	招生組 Admissions Division
系科辦公室 Department Office	人文室 Office of Humanities	原住民族學生資源中心 Indigenous Students Resource Center	圖書館 Library
出納組 Cashier	課外活動指導組 Extracurricular Activities Instruction Division	國際暨兩岸事務處教育組 Education Section at the Office of International and Cross-Strait Affairs	
		境外學生獎助學金、居留證、工作證、健保、限期離境等事宜 Matters related to foreign students' residence permit, work permit, health care, scholarship, financial aid and departure orders	
註冊組 Registrar		<input type="checkbox"/> 本國生不需至本處	
繳交學生證： Student ID Card Returned: <input type="checkbox"/> 是 Yes / <input type="checkbox"/> 否 No	系統異動： System changes		

慈濟科技大學 學生辦理 休學 退學 家長同意書

Tzu Chi University of Science and Technology Parental Consent Form for Temporary Leave Permanent

學生 \_\_\_\_\_ ， 學號 \_\_\_\_\_ ，  
Student name Student ID number

就讀貴校日間部 五專 Five-year junior college  
enrolled in the University's full-time program in 二專 Two-year junior college  
二技 Two-year technical college  
四技 Four-year technical college  
研究所 Graduate school

\_\_\_\_\_ 所、系、科 \_\_\_\_\_ 年 \_\_\_\_\_ 班，  
Graduate institute/Department/Program Grade Class

茲因 \_\_\_\_\_ ，  
is due to

申請  
applying for

休學准予自 \_\_\_\_\_ 學年度第 \_\_\_\_\_ 學期至 \_\_\_\_\_ 學年度第 \_\_\_\_\_ 學期止 共 \_\_\_\_\_ 學期，  
temporary leave from [ACADEMIC YEAR] [SEMESTER] to [ACADEMIC YEAR][SEMESTER] total [Number] of periods

退學准予於 \_\_\_\_\_ 學年度第 \_\_\_\_\_ 學期，  
permanent withdrawal in [ACADEMIC YEAR] [SEMESTER]

敬請惠准辦理  
and requires your kind assistance.

此致  
Regards,

慈濟科技大學  
To the relevant authorities of Tzu Chi University of Science and Technology.

家長/監護人簽章 Parent (Guardian) signature :

與學生關係 Relationship with student :

聯絡電話 Contact number :

通訊地址 Contact address :

中 華 民 國

年/Year

月/Month

日/Day