

國立中央大學學生休學離校手續申請表

NCU Application Form for Suspension

學生姓名 Name		學號 Student ID No.		系所 Department		年級 Grade	
申請休學理由 Reasons	列入休學年限 Within the time-limit of suspension :			證明文件 Verifying Documents	※必備學生證 Required student ID card <input type="checkbox"/> 區域醫院診斷書 Medical evidence <input type="checkbox"/> 兵役證件影印本 Copies of military service certificates <input type="checkbox"/> 其他 Others ()		
	<input type="checkbox"/> 經濟因素 Financial reasons <input type="checkbox"/> 生病 Illness <input type="checkbox"/> 論文蒐集 Thesis Research <input type="checkbox"/> 工作 Occupation <input type="checkbox"/> 教師實習 Teaching Intern <input type="checkbox"/> 成績考量 Grading Cause <input type="checkbox"/> 志趣不合 Interests unsuited <input type="checkbox"/> 其他(請列舉具體事實): Others-Please indicate the specific reason:						
休學期間 Period of Suspension	申請於 學年度第 學期 至 學年度第 學期 止 From the ___semester of academic year ___ to the ___semester of academic year ___			共休學 期數 Total semesters of Suspension	<input type="checkbox"/> 一學期 One semester <input type="checkbox"/> 二學期 Two semesters <input type="checkbox"/> 三學期 Three semesters <input type="checkbox"/> 四學期 Four semesters		
復學通知 寄達地址 Mailing address				電話 Phone Number			
申請人 Applicant	學生家長簽章--同意本弟子辦理休學(研究生免) Student's parents Signature :			學生簽章 Student Signature :			
	_____ 年 月 日 Year month day			_____ 年 月 日 Year month day			
核准 Ratification	1 導師/指導老師 Advisor	2 系所經辦 Clerk of the Department	3 系(中心)主任/所長 Chairperson	5 註冊組經辦 Section of Registry	註冊組組長 Registrar	教務長(或授權人) Dean of Academic Affairs	
	教務處註冊組為最後簽核單位						
<input type="checkbox"/> 註冊日(含)之前退還所繳各費 <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 : (申請時為在學生狀態者才需至會簽單位蓋章)

事務組 Section of General Affairs	體育室 Physical Education Office	圖書館典閱組 Library Circulation and Collection Department	國際事務處 Division of International Affairs
<ul style="list-style-type: none"> 地點：行政大樓一樓 Location: the first floor of Administration Building. 大一新生開學日(含)前離校者免 Freshman who leaves before (or on) the first day of school can be exempted 	<ul style="list-style-type: none"> 地點：依仁堂 1 樓 Location: the first floor of Yi-ren Hall. 大一新生開學日(含)前離校者免 Freshman who leaves before (or on) the first day of school can be exempted 	<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 them up online in advance. 	<ul style="list-style-type: none"> 僅僑生、外籍生和陸生需辦理 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需歸還 Overseas Chinese students need to return _ if they apply scholarship from MOE.
生活輔導組 Division of Student Services	生活輔導組宿舍服務中心 Student Dormitory Service Center		系所實驗室 Labs
<ul style="list-style-type: none"> 僅當學期辦就貸同學須辦理 <input type="checkbox"/> 未辦理就貸,須補繳學雜費 <input type="checkbox"/> 已註銷就貸,須補繳學雜費 <input type="checkbox"/> 已辦理就貸,且臺灣銀行已撥款入校,依規定辦理補繳或退費須補繳學雜費者,請至出納組開立繳費單,完成繳費程序 	<ul style="list-style-type: none"> 地點：國際學舍 1 樓 Location: International student dormitory 1 floor 碩士在職專班學生無需辦理 In-service Master Program doesn't need to apply for 		下列系所同學需辦理 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 Material 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(研究生需辦理) Business Administration (Graduate Students Only) ● 財金系(僅碩士、博士生需辦理) Finance (Graduate 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(申請時為在學生狀態者才需至會簽單位蓋章)
→5 註冊組經辦→註冊組組長→教務長(或授權人)

Procedures and Instructions：Advisor→ Clerk of the Department→ Chairperson of Dept.→ Countersign units→ Section of Registry → Dean of Academic Affairs

1. 學生如因重病（持有健保局特約區域醫院證明書）或重要事故（附相關證明），經家長或監護人之同意，得申請休學。

Students under serious diseases (with medical evidence from NHI registered hospitals) or accidents (with proofs), with permissions from parents or guardians, are allowed to apply for suspension.

2. 申請休學應填具“休學離校手續申請表”，依規定辦妥離校手續（續申請休學者免），並將學生證送交註冊組。Students who apply for suspension should fill out “NCU Application Form for Suspension”, and return student ID card to Section of Registry.

3. 休學手續應於校曆明訂之學期考試前辦妥。

The procedure should be completed before the final exams of every semester scheduled on the school calendar.

4. 學生有下列情形之一者，應令休學：

Suspension is advised under either one of the following conditions:

(1) 學期中請假逾三分之一者；

The nonattendance is over one third of the semester.

(2) 患病經健保局特約區域醫院以上證明六週內難於痊癒者；

Illness that cannot be recovered within six weeks under the Medical evidence from NHI registered hospitals.

5. 學生每次得申請休學一學期至二學年。休學累計以二學年為原則，期滿因重病或特殊事故等原因需再申請休學者，得酌予延長休學一年，但在休學期間應徵服役者，需檢具在營服役證明，申請延長休學期限，俟休學期滿檢送退伍令申請復學（服役期限不列入休學年限併計），期滿不復學者，以退學論。學生因懷孕、生產、哺育三歲以下子女得檢具相關證明文件，申請休學，其休學期間不列入休學年限，合計最多以四年為限。休學期滿，應檢附子女出生證明及相關證明文件申請復學。Students are able to apply suspension from one to four semesters (two academic years) each time. The maximum of the accumulated suspension is two academic years. For those who apply for longer suspension due to serious illnesses or accidents, one additional academic year is allowed. For those who have military duty during suspension, the proof of discharge is required for resuming the schooling after the expiration of military service. (The duration of military service is not included in the period of suspension). If students do not apply for resumption after the suspension expires, they will be expelled. For those who apply for suspension due to pregnancy, childbirth, nurture of child under age three, relevant document and certificate are required. The period of suspension due to the reasons above will not be counted in the period of suspension, and the maximum of total period is four years. When the period of suspension expires, birth certificate and relative documents are required for school resumption.

6. 休學期限屆滿前一個月，應自行向教務處申請復學，期滿不復學者，以退學論。

Students should apply for school resumption one month before the suspension expires, if students do not apply for resumption at the due time, they will be expelled.

7. 逾期未註冊，亦未於規定期間請准休學者，應令退學。

Students will be expelled if they neither complete the procedure of registration nor apply for the suspension at the due time.

8. 休學如合於退費規定者，於核准休學後十日內向註冊組辦理退費手續。

If students' suspension is qualified to receive refund according to the regulation, they may transact the refund procedure at Section of Registry within ten days after the suspension is ratified.

9. 休學手續若於註冊日前辦妥，則免交學雜、學分費。（新生入學第一學期應完成註冊程序及繳交學雜費後始能辦理休學）If the application for suspension is done before registration day, tuition, incidentals and course fee will not be needed. (Suspension can only be applied after the registration of the first semester is completed)