



國立成功大學學生休學申請表

NATIONAL CHENG KUNG UNIVERSITY
APPLICATION FOR SUSPENSION FROM SCHOOL學號: _____ 姓名: _____ 系所: _____
Student ID No. Name Department☐大學部 年級: _____
Bachelor's Program Year
☐碩士班 班級: _____
Master's Program Class
☐博士班
Doctoral Program

休學原因Reason: (附相關書面證明 with a certificate)	<input type="checkbox"/> 重病 (附醫院證明) Serious disease (with medical report)	<input type="checkbox"/> 教育實習 Practice teaching
	<input type="checkbox"/> 服義務役 Duty for military service	
	<input type="checkbox"/> 懷孕、生產 Pregnant or Procreation	
	<input type="checkbox"/> 育嬰 (3歲以下子女) Parenting (Child Under 3)	
	<input type="checkbox"/> 學業成績 Academic Grade	<input type="checkbox"/> 因論文因素: Dissertation work
	<input type="checkbox"/> 因考試訓練因素: Certification/Training/Exam & Preparation	
	<input type="checkbox"/> 因適應不良因素: Maladaptation	
	<input type="checkbox"/> 其他 _____ (請註明) Others (Please write down the reason)	

以前累計休學學期數: _____ Accumulative Semester of Suspension Prior to this Application

休學起迄年月: 自 _____ 年 _____ 月 至 _____ 年 _____ 月止。(____學年第____學期復學)

Duration of Suspension from (yyyy/mm/dd) _____ to _____. (Return in the _____ (Year) _____ Semester)

連絡電話:

Phone

行動電話:

Mobil Phone

電子信箱:

E-Mail

通訊地址:

Mailing Address

1. 申請人簽章 Applicant's Signature	2. 家長簽章 Parent's/Legal Guardian's Signature	3. 導師 (指導教授) Tutor / Advisor	4. 學系(所)主任 Department Chair	5. 所屬學系(所) Department Enrolled
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6. 會 辦 單 位 Coordinating Offices

圖書館 Library	出納組 Cashier's Division	國際事務處 Office of International Affairs	
		國際學生事務組 (非外籍生免辦) International Student Affairs Division (not necessary for non-international students)	僑生與陸生事務組 (非僑生與陸生免辦) Overseas and Mainland Chinese Students Affairs Division
學生事務處 Office of Student Affairs (請先至學務長室判定右列身份後辦理 Please go to this office to verify the status first.)		註冊組承辦人 Registrar Division *請附一個雙掛號郵資回郵信封 Please with a self-addressed stamped envelope *如須退費請填休退學退費申請表 If you need to get the refund of the tuition fee, please fill out the application form.	
<input type="checkbox"/> 學生活動發展組 Student Development and Activities Division	<input type="checkbox"/> 住宿服務組 Housing Service Division	<input type="checkbox"/> 生活輔導組 Student Assistance Division	

備註:

1. 學生休學申請應於學期考試前向教務處註冊組辦理申請手續經核准後, 請附一個雙掛號郵資回郵信封並交回註冊組承辦人, 始完成休學程序。

The application for suspension should be filed to the Registrar Division before the final examination. The applicant must complete all the procedures with a self-addressed stamped envelope for registered mail to the official-in-charge in the Registrar Division.

2. 學期開始上課前辦妥休學者, 免繳學雜費。

Those who complete the application for suspension before each semester will be exempted from the tuition fee.

3. 學生休學期間, 應於新學期註冊時繳交平安保險費(可請同學代繳), 以維保險效力。

Students should pay the student accident insurance to keep the insurance validity when enrolling to the new semester.