

學號			學院		系(所) (☐ 學士 ☐ 進修學士 ☐ 碩士 ☐ 博士)		年級
姓名		性別		出生	年 月	Email:	
通訊處							
聯絡電話		(行動)		(住家)()			
退學原因 (擇一)	☐ 傷病 ☐ 經濟困難 ☐ 工作 ☐ 懷孕 ☐ 育嬰 ☐ 家庭(例:處理家務) ☐ 校系不符期待(含轉學、志趣不合、出國、生涯規劃、就學環境、學業成績、適應不良等)						
退費說明 (擇一)	註冊日後須完成繳交學雜費、學分費(含助學貸款者)始能辦理退學。(依辦理時間並參照行事曆勾選) ☐ 1. 註冊日(含)之前退還所繳費用 ☐ 2. 學期 1/3(含)之前, 退還所繳學雜費與學分費三分之二 ☐ 3. 學期 2/3(含)之前, 退還所繳學雜費與學分費三分之一 ☐ 4. 休學截止日前, 不退還所繳學雜費與學分費						

辦理離校程序(請依序由左至右、由上至下核章)

申請人 簽章	家長(或監護人) 同意簽章 (研究生免)	系所承辦人	導師(或指導教授) 同意簽章	系、所主管	圖書館 (圖書館一樓)
年 月 日 (簽名如係偽造由申請人負責)					
課外活動組 (雲平樓一樓) (研究生免) (進修學士班免)	生輔組 (惠蔭堂二樓)	學安室 (兵役) (惠蔭堂二樓) (女生免)	國際處(外籍生、陸生)/ 學安室(僑生)/ 生發中心(原住民生) (行政大樓三樓/惠蔭堂 二樓/惠蔭堂三樓) (一般生免)	健康及諮商 中心 (惠蔭堂四樓)	住輔組 (男女宿服務中心) (非住宿生免)
師資培育 中心 (社管大樓九樓) (未修教育學程者免)	出納組 (行政大樓二樓)	課務組 (行政大樓一樓) 進修學士班(綜大一樓)	註冊組 承辦人 (行政大樓一樓) 進修學士班(綜大一樓)	註冊組 組長 (行政大樓一樓)	教務長 (行政大樓三樓) (教務處)
校長 (授權 教務長代決) (行政大樓三樓) (教務處)					
備註	1. 學生申請退學時, 須查驗學生證。 2. 如本人無法親自到校辦理, 得填具委託書及檢附雙方身分證件正本, 委託親友代為辦理。 3. 導師(或指導教授)若無法核章或尚未商請指導教授者, 可委請系、所主管代為核章。 4. 註冊日(含)前辦妥退學者, 免繳學雜費; 註冊日以後辦理退學, 未繳費者需完成繳交學雜費、學分費後, 始能辦理。 5. 本申請書經各相關單位審查核章後, 交還註冊組承辦人, 以憑核發修業證明書, 未繳回此單者不發給任何證明文件。				

National Chung Hsing University

(Year + Semester) Application for Students Applying Drop-out

Student ID		College			Department (B.S, M.S, Ph.D.)	Grade
Name		Gender		Date of Birth	(YYYY/MM)	Email :
Address						
Contact info		(mobile no.)			(home)	
Reason for applying drop-out of schooling	(Please check either one from below) ☐ Health ☐ Economic Difficulty ☐ Work ☐ Pregnancy ☐ Feeding children ☐ Family ☐ School/department does not meet expectations(Ex: transfer 、Personal Interest 、School environment 、Academic Performance 、Maladaptive)					
Refund	☐ 1. Before the beginning of the school day ☐ 2. Before 1/3 of the semester ☐ 3. Before 2/3 of the semester					

Procedure Sheet (You have to finish the procedure above first to start the part blow.)

Signature of Applicant	Legal Guardian's Approval	Clerk of Department	Professor's Stamp of Approval	Director/Chairman of Dept.	Library	
Application Date:	graduate students exempted 家 長		導師/指導教授	系所主管	(1 floor, NCHU Library)	
Extracurricular Activities Division	Student Life Division	Student Safety Division (military service)	OIA(for Foreign students)/SSD(for Overseas Chinese students)	Health and Counseling Center	Student Housing Service Division	
(1 floor, Yun-Ping Building) graduate students exempted 課外活動組	(2 floor, Hui-Sun Auditorium) 生輔組	(2 floor, Hui-Sun Auditorium) females exempted 學安室	(OIA: 3 floor, Administration Hall/SSD: 2 floor, Hui-Sun) 國際處/學安室	(4 floor, Hui-Sun Auditorium) 健諮中心	non-resident students exempted 住輔組	
Center of Teacher Education	Cashier Division	Curriculum Division	Clerk of Registration Division	Director of Registration Division	Dean of Academic Affairs	President (Dean of Academic Affairs in charge)
If you do not take the courses from The Center of Teacher Education, you are exempted from 師培中心	(2 floor, Administration Hall) 出納組	(1 floor, Administration Hall) 課務組	(1 floor, Administration Hall) 註冊組承辦人	(1 floor, Administration Hall) 註冊組組長	(3 floor, Administration Hall) 教務長	(3 floor, Administration Hall) 校 長
備註	1. When one applies for drop-out from NCHU, he/she must return his/her Student ID card 2. Those applying for drop-out before the registration date don't need to pay amount payment. If you apply it after the registration date, you have to make the full amount payment, including miscellaneous fees and credit Fees. 3. Please turn in the complete form with all the requested stamps to the Registration Division to receive the certificate from NCHU. If you fail to finish the process, no document from NCHU would be provided to you.					