

建國科技大學日間部學生休、退學家長同意書
CTU Day School Students' Parents Agreement for Suspension or Dropout

班級 class	學號 Student ID	學生姓名 Student Name
<p>由於 _____ 因素，決定辦理 _____ 休學，家長因事不克前來，故退</p> <p>附上本同意書，懇請同意辦理。</p> <p>Due to the reason that _____, I decide to suspend/dropout school. However, my parents can't make it for some reason, enclosed herein please find the agreement and approve my application.</p> <p style="text-align: center;">家長簽名 parents' signature :</p> <p style="text-align: center;">日 期 date : 年 月 日</p>		

日間部學生申請休學、退學說明：(須至教務處辦理)

Procedure of applying for suspension or dropout: (apply to academic affairs office)

1. 辦理休/退學時需準備 required documents for suspension/dropout：休/退學家長同意書（碩博士生免附）parents agreement for suspension or dropout (except for graduate students or above)、學雜費繳費收據正本 original tuition receipt、或其他證明文件 or other certificate documents (註4、5) (note 4, 5)。

2. 至教務處領取填寫申請書。(受理休、退學申請期間，限依本校行事曆及學則規定辦理) receive the application form at academic affairs office and fill out (during the period of applying for suspension or dropout, everything shall be proceeded according to school time schedule and regulations)

3. 經註冊組承辦人與家長電話確認後，再至各有關單位(含班級導師)會簽。 Only after the organizer of registration section confirms with parents will the applicants go on to meet related units (including homeroom teachers) and ask for approval.

4. 申請日起7天內完成程序後繳回申請書。 **Submit the application form within 7 days since receiving the form.**

5. 辦理休(退)學申請時，需繳交以下回郵信封。【8元-寄送休(退)學證明書、28元-寄送復學通知 or 修業證明書、28元-寄送退費支票、43元-寄送學保通知】 The following self-addressed envelope shall be submitted when applying for suspension or dropout. (NT\$ 8 for sending certificate of suspension or dropout, NT\$ 28 for sending reentry notice or certificate showing courses attended, NT\$ 28 for sending refund check, NT\$43 for sending student insurance notice)

附註 Note：

(1) 已註冊繳費，並於每學期註冊繳費截止日前辦理休、退學之同學，依規定全額退費；次日起，因故辦理休、退學之同學，若未完成繳費者仍須依規定註冊繳費後始予以部份退費。

Those who have paid the tuition fee applying for suspension or dropout by the payment deadline, will be refunded with full tuition fee; otherwise, the applicants of suspension or dropout still have to complete the registration and will be refunded with part of tuition fee according to regulations.

相關規定詳見會計室網頁單位公告--專科以上學校學雜費退費基準表。

Related detailed regulations please refer to the website bulletin of accounting office—tuition fee refund criteria for college or above.

(2) 已註冊繳費者請於辦理休/退學申請時，交回”繳費收據正本”辦理退費。

The applicants who have registered have to submit the original tuition fee receipt for refunding when applying for suspension or dropout.

(3) 休學生選擇不參加學生團體保險，滿20歲者需由本人簽署團保拒保切結書，**未滿20歲者**由家長簽章並繳交**不參加學生保險切結書**(切結書請至學務處衛生保健組網站下載專區下載填寫)

Temporary leaving students at age 20 and above who choose not to apply for student insurance, have to sign “declaration of rejection of group insurance” in person, for those below 20 years old have to submit “declaration of opt out student insurance” signed by parents (download from the website of sanitary & health section of students affairs office)

(4) 因應徵服役者，應檢具徵集令影本，申請延長休學期限。

In response to military service, applicants shall prepare the call-up copy, and apply for extension of suspension.

(5) 因懷孕或生產者，得檢具證明文件提出申請休學而不列計休學年限。

Applicants who are pregnant or are to give birth have to submit certificate documents to apply for suspension of which period is not counted in.

建國科技大學 教務處(日間部) TEL：04-7111111分機1302~1307

CTU Academic Affairs Office (day school) TEL：04-7111111ext.1302~1307

服務時間：星期一~五8:00~17:00(國定假日休)，寒/暑假上班日不定，煩請先電話確認

Service time: 8am-5pm Monday-Friday (exclude holidays), working day during winter/summer vacation depends on school arrangement, please contact for confirmation