

# 建國科技大學 日間部 \_\_\_\_\_ 學年度第 \_\_\_\_\_ 學期學生休、退學申請書

## Suspension or Dropout Application Form for CTU Day School Students

班級 class	<input type="checkbox"/> 四技 four year <input type="checkbox"/> 二技 two year <input type="checkbox"/> 研究所 graduate <input type="checkbox"/> 延修生 delay graduated students Faculty _____ 系/所 _____ class _____ 年 _____ 班 _____	學號 student ID		姓名 Name		
出生日期 birthday	年 _____ 月 _____ 日 _____ y/ m/ d	身分證號 / 居留證號 ARC _____	電話 phone	(家)	(行動)cellphone	
申請事項 item	<input type="checkbox"/> 休學 suspension <input type="checkbox"/> 退學 dropout <input type="checkbox"/> 續休學 reentry	通訊處 address		是否為原住民 aboriginal <input type="checkbox"/> 否 no <input type="checkbox"/> 是 yes, 族籍 tribe _____		
申請原因 reason	<input type="checkbox"/> 健康因素 health <input type="checkbox"/> 經濟因素 financial <input type="checkbox"/> 志趣不合 interest <input type="checkbox"/> 工作因素 work <input type="checkbox"/> 課業壓力 study pressure <input type="checkbox"/> 懷孕 pregnant <input type="checkbox"/> 哺育幼兒 raise children <input type="checkbox"/> 交通因素 commute <input type="checkbox"/> 保留學籍 remain schooling status <input type="checkbox"/> 家庭因素 family <input type="checkbox"/> 感情因素 personal affair <input type="checkbox"/> 欠修下學期學分 lack of credits for next semester <input type="checkbox"/> 服役 military <input type="checkbox"/> 無法滿足學習需求 more demand for learning <input type="checkbox"/> 缺畢業門檻 fail to meet graduating requirements <input type="checkbox"/> 師生互動太少 lack of interaction between teacher and students <input type="checkbox"/> 環境不適 environment (○教學 study ○生活 life) <input type="checkbox"/> 轉本校 _____ 系 transfer to department of _____ <input type="checkbox"/> 轉部 _____ 系 transfer to department of _____ of day/night school <input type="checkbox"/> 轉學至 _____ 學校 _____ 系 transfer to department of _____ of _____ college/university <input type="checkbox"/> 其他 other _____ (簡述)					
復學年度 reentry	學年度第 _____ 學期(由註冊組填寫 filled by registrar's office)					
此致	建國科技大學 CTU 學生 student 申請人 applicant : _____ (簽名 sign) 監護人 custodian _____ 日期 date : 中華民國 _____ 年 _____ 月 _____ 日					
承辦單位 organized by	註冊組 registrar's office		國際交流合作處 OIA (應外系館 1F)	外籍生才需加簽 For international students		
會辦單位 co-organized by	圖書館 library (圖文 3F)		課指組 Extracurricular Activities Section (活動中心 1F)	就貸 study loan: <input type="checkbox"/> 續辦 apply <input type="checkbox"/> 無 no	衛保組 sanitary & health section (活動中心 1F)	共助: <input type="checkbox"/> 續辦 <input type="checkbox"/> 無
	兵役 military (教學 1F)	<input type="checkbox"/> 女生免 <input type="checkbox"/> 兵役緩徵教學大樓 111 <input type="checkbox"/> 折抵役期教學大樓 113	資料處理室 data processing office (教學 1F)	減免 deduct: <input type="checkbox"/> 續辦 apply <input type="checkbox"/> 無 no	健康中心 health care center (活動中心 1F)	學保 student insurance: <input type="checkbox"/> 續保 apply <input type="checkbox"/> 拒保 no need (附切結書) declaration needed 須交 43 元回郵信封 43 dollars for stamped addressed envelope
	學務長 dean of student affairs (活動中心 1F)		會計室 accounting office (行政 2F)	<input type="checkbox"/> 就貸 student loan <input type="checkbox"/> 減免 deduct: 待撥款退費 to be refunded <input type="checkbox"/> 附切結書 declaration needed 繳費單正本收據須繳回 tuition receipt must be submitted		

應退費 金額 refund amount	學費 tuition	雜費 incidentals	保險費 insurance	電腦費 computer	網路費 internet	游泳池 swimming pool	健檢費 health examination		合計 total	學保加保 Student insurance: _____ 學年度 NT\$ _____ 元 補繳學雜費 supplementary payment: NT\$ _____ 元 應退學雜費 refund tuition: NT\$ _____ 元
應補繳 金額 supplementary payment	學費 tuition	雜費 incidentals	保險費 insurance	電腦費 computer	網路費 internet	游泳池 swimming pool	健檢費 health examination		合計 total	出納組 cashier office (行政 1F)
註冊 組長 dean of registrar's office							教務長核示 approval by dean of academic office			

※備註：一、通訊地址或電話如有變更，請儘速通知註冊組；並附正確地址掛號回郵信封以便郵寄支票。

Note: 1. Any change of address or phone number, please advise registrar's office ASAP, and attach a self-addressed envelope with correct address.

二、申請就學貸款者，本表先會會計室計算應繳金額並附學生註冊收費單（收據），會計室核算應繳金額後，請至出納組繳清款項，經核准後方得發給休學或轉學（修業）證明書；本表奉核後影印一份送至會計室。

2.Student loan applicants shall present this form with tuition receipt to accounting office first for counting the amount of payment, after that, please go to cashier division to pay off the money. The certification of suspension or courses attended will be issued after approval. A copy of this form will be needed by accounting office after approval.

三、申請退費者，需附學生註冊收費單（收據）至會計室計算應退費金額；本表奉核後影印一份並附學生註冊收費單（收據）正本送會計室辦理。

3.The refund applicants have to attach the tuition receipt for accounting office to count the refund amount. A copy of this form with original tuition receipt will be needed by accounting office.

四、領取申請表後，請於一週內需會辦單位簽署及繳回此申請表。

4.Once receiving this application form, please complete all the procedure within 1 week and submit this form.

# 晤 談 記 錄

## Interview record

<p>導師 homeroom teacher</p>	<p>(一) 導師聯絡家長記錄欄 Column for recording contacting parents 聯絡方式 contact way: <input type="checkbox"/>面談 face to face <input type="checkbox"/>電話 by phone 聯絡時間 time:</p> <p>(二) 晤談家長及學生了解休退原因(可複選) reasons for suspension or dropout after interviewing parents &amp; students (multiple selection)  <input type="checkbox"/>健康因素 health <input type="checkbox"/>經濟因素 financial <input type="checkbox"/>志趣不合 interest <input type="checkbox"/>工作因素 work <input type="checkbox"/>課業壓力 study pressure <input type="checkbox"/>懷孕 pregnancy <input type="checkbox"/>哺育幼兒 raising children <input type="checkbox"/>交通因素 vehicle <input type="checkbox"/>保留學籍 remain schooling status <input type="checkbox"/>家庭因素 family <input type="checkbox"/>感情因素 personal affairs <input type="checkbox"/>欠修下學期學分 lack of credits for next semester <input type="checkbox"/>服役 military service <input type="checkbox"/>無法滿足學習需求 more demand for learning <input type="checkbox"/>缺畢業門檻 fail to meet the graduating requirements <input type="checkbox"/>師生互動太少 lack of interaction between teachers &amp; students <input type="checkbox"/>環境不適 environment (○教學 study ○生活 life)</p> <p><input type="checkbox"/>轉本校_____系 transfer to department of _____ <input type="checkbox"/>轉部_____系 transfer to department of _____ of day/night school <input type="checkbox"/>轉學至_____學校_____系 transfer to department of _____ of _____ college/university</p> <p><input type="checkbox"/>其他 other _____ (簡述)</p> <p>(三) 休退原因綜合晤談內容 description of the reason after interview :</p> <p style="text-align: right;">簽章： _____</p>
<p>系所主任</p>	<p>晤談家長及學生了解休退原因(可複選) reasons for suspension or dropout after interviewing parents &amp; students (multiple selection)  <input type="checkbox"/>健康因素 health <input type="checkbox"/>經濟因素 financial <input type="checkbox"/>志趣不合 interest <input type="checkbox"/>工作因素 work <input type="checkbox"/>課業壓力 study pressure <input type="checkbox"/>懷孕 pregnancy <input type="checkbox"/>哺育幼兒 raising children <input type="checkbox"/>交通因素 vehicle <input type="checkbox"/>保留學籍 remain schooling status <input type="checkbox"/>家庭因素 family <input type="checkbox"/>感情因素 personal affairs <input type="checkbox"/>欠修下學期學分 lack of credits for next semester <input type="checkbox"/>服役 military service <input type="checkbox"/>無法滿足學習需求 more demand for learning <input type="checkbox"/>缺畢業門檻 fail to meet the graduating requirements <input type="checkbox"/>師生互動太少 lack of interaction between teachers &amp; students <input type="checkbox"/>環境不適 environment (○教學 study ○生活 life)</p> <p><input type="checkbox"/>轉本校_____系 transfer to department of _____ <input type="checkbox"/>轉部_____系 transfer to department of _____ of day/night school <input type="checkbox"/>轉學至_____學校_____系 transfer to department of _____ of _____ college/university</p> <p><input type="checkbox"/>其他 other _____ (簡述)</p>

	<p>休退原因綜合晤談內容 description of the reason after interview :</p> <p style="text-align: right;">簽章：_____</p>
<p>輔導中心 (活動中心IF)</p> <p><input type="checkbox"/> 資源教室 <input type="checkbox"/> 學生</p>	<p>晤談家長及學生了解休退原因(可複選) reasons for suspension or dropout after interviewing parents &amp; students (multiple selection)</p> <p><input type="checkbox"/>健康因素 health <input type="checkbox"/>經濟因素 financial <input type="checkbox"/>志趣不合 interest <input type="checkbox"/>工作因素 work <input type="checkbox"/>課業壓力 study pressure <input type="checkbox"/>懷孕 pregnancy <input type="checkbox"/>哺育幼兒 raising children <input type="checkbox"/>交通因素 vehicle <input type="checkbox"/>保留學籍 remain schooling status <input type="checkbox"/>家庭因素 family <input type="checkbox"/>感情因素 personal affairs <input type="checkbox"/>欠修下學期學分 lack of credits for next semester <input type="checkbox"/>服役 military service <input type="checkbox"/>無法滿足學習需求 more demand for learning <input type="checkbox"/>缺畢業門檻 fail to meet the graduating requirements <input type="checkbox"/>師生互動太少 lack of interaction between teachers &amp; students <input type="checkbox"/>環境不適 environment (○教學 study ○生活 life)</p> <p><input type="checkbox"/>轉本校_____系 transfer to department of _____ <input type="checkbox"/>轉部_____系 transfer to department of _____ of day/night school <input type="checkbox"/>轉學至_____學校_____系 transfer to department of _____ of _____ college/university</p> <p><input type="checkbox"/>其他 other _____ (簡述)</p> <p>休退原因綜合晤談內容 description of the reason after interview :</p> <p style="text-align: right;">簽章：_____</p>