

國立中正大學休學作業程序

處 理 流 程	<p>一、登錄網路離校系統（申請後一個月內有效）： 相關單位會於三個工作天內上線審核，請同學隨時上網查詢結果，並於各單位審核通過後再進行程序，若有單位審核未通過，同學請洽該單位瞭解、處理無誤後，請單位承辦人員線上更改審核結果。（網路離校系統路徑：中正首頁->在校學生->學生事務->網路離校系統）</p> <p>二、備妥休學申請文件：休學申請書、學生證及相關證明文件。 委託他人辦理者，請另備學生本人親簽之委託書及學生本人之身分證影本，受託人則須攜有照片之有效證件供查驗。</p> <p>三、送相關單位簽核： 1、送導師（或指導教授）、系所承辦人、系（所）主管簽章。 2、送總務處出納組簽核。僑生、外國學生及陸生另加會國際事務處。 3、送教務處教學組簽辦。（製作休學同意函） 4、教務處教學組核發休學同意函</p> <p>Application procedure: 1. Log onto the university leave system and fill in a web leave form (valid within 1 month after application.) Website: http://140.123.4.185/leave/ The relevant departments will approve your leave request within 3 working days. 2. Prepare all appropriate suspension documentation: Application for Suspension Form, Student ID Card and relative Certificate documentation. If the process is to be completed by an authorized person, please attach Authorization Letter and a copy of the authorizer's personal ID. The photo ID of the authorized representative must be presented. 3. Submit Documents to the proper departments for evaluation and approval: (1) Submit to the tutor (or advisor) and department chair for signature. (2) Submit to the Cashiers' Section. (3) Overseas Chinese, International student and mainland Chinese Student need submit documents to the Office of International Affairs. (4) Submit to the Curriculum and instruction Section for signature. (5) The Curriculum and instruction Section issues the suspension Approval Letter.</p>
作 業 注 意 事 項	<p>一、休學退費由出納組統一辦理。休學期間成績概不計算。 二、新生辦理休學，仍應完成新生註冊，惟不需參加健康檢查及英文能力檢測。休學程序於新生註冊當天完成，退全額學雜費，若至開學日始辦理者，僅能依退費標準退還部分金額。 三、休學期滿，如期復學者，無須辦理復學手續，請自行至本校「學雜費繳費專區」下載繳費單並依期限完成繳費註冊事宜即可；若需復學同意函，方須辦理復學申請。若為新生休學期滿復學者，須於開學日前完成健康檢查，並繳交體檢結果表至衛生保健組。 四、欲提早復學者，須於復學學期開學前完成辦理復學申請。 五、休學期間如兵役戶籍地有變更，請務必告知本校學生安全組，如於休學期間應徵服兵役者，請於復學時，持退伍令至學安組辦理儘後召集事宜。</p> <p>Notes： 1. Refunds for suspension are all handled by the Cashiers' Office. All the grades during suspension periods are invalid. 2. New students who are applying to suspension must still complete new student registration, but do not need to participate in the physical examination or English test. Suspension procedures must be completed before the deadline of new student registration date in order to receive a full refund. If you complete suspension procedures on the Classes begin date of school, only partial refunds may be made according to refund regulations. 3. Students who reach the end of their suspension period do not need to complete return procedures; students just need to download the CCU Tuition and Fees Invoice online and complete payment before the due date specified on the invoice. If you need a resuming approval, please complete the reinstatement procedure. New students who reinstate to school must complete a physical examination and submit physical examination reports to the Division of Sanitation and Health on the classes begin date of school. 4. If you wish to return to school early, you must complete reinstatement procedures before the beginning of semester that you intend to return.</p>
使 用 書 表	<p>休學申請書、委託書（非本人辦理者）（申請表件均可從教學組網頁下載。）</p> <p>Necessary forms: (1) Suspension Application Form (2) Authorization Letter (if procedures completed by an authorized representative) *All the necessary forms can be downloaded from the Office of Academic Affair website.</p>