

檔 號：

保存年限：

國立中央大學 函

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受文者：本校各系所

速別：

密等及解密條件或保密期限：

發文日期：中華民國98年2月25日

發文字號：中大教註字第0980000795號

附件：休學申請表、離校申請表

主旨：檢送新版休學申請表及離校申請表，請自即日起啟用，請查照。

說明：

- 一、因經濟不佳需休學者，請閱畢附件1『國立中央大學學生安定就學專案』，並填妥下方回執聯，連同休學申請表、離校申請表，一併送交註冊組辦理；離校申請表不需再至學務處辦公室蓋章。
- 二、新版休學和離校申請表格如附件，若不敷使用，請至教務處網站下載。<http://140.115.184.35/>

正本：本校各系所

副本：

依分層負責規定授權單位主管決行

國立中央大學學生休學申請表

NCU Application Form for Suspension of Schooling

學年度 Academic year _____ 學期 Semester _____

學生姓名 Name		學號 Student ID No.		系所 Department		年級 Grade	
申請休學理由 Reasons	列入休學年限： ☐ 經濟不佳 ☐ 工作 ☐ 論文蒐集 ☐ 成績考量 ☐ 生病 ☐ 教師實習 ☐ 其他 (勾選其他者請列舉具體事實) (Please indicate the specific reason)			證明文件 Verifying Documents	☐ 區域醫院診斷書 Medical evidence ☐ 兵役證件影印本 Copies of military service certificates ☐ 其他 Others ()		
	不列入休學年限： ☐ 服兵役 ☐ 懷孕 ☐ 育嬰						
休學期間 Period of Suspension	申請於 _____ 學年度第 _____ 學期 至 _____ 學年度第 _____ 學期止 From the _____ semester of academic year _____ to the _____ semester of academic year _____			共休學 期數 Total of Suspension	☐ 一學期 One semester ☐ 二學期 Two semesters ☐ 三學期 Three semesters ☐ 四學期 Four semesters		
復學通知 寄達地址 Address	(請正楷詳細填寫 Please write in regular script)			電話 Phone Number			
申 請 人 Applicant	☐ 同意 I agree ☐ 不同意 I don't agree 本弟子辦理休學 my son/daughter's application 學生家長 Student's parents : 年 月 日 (簽章) Year month day (signature) 年 月 日 (簽章) Year month day (signature)			學生 Student Signature : 年 月 日 (簽章) Year month day (signature) 年 月 日 (簽章) Year month day (signature)			
核 准 Ratification	教學單位 Completed by the Department			行政單位 Office of Academic Affairs			
	導師/指導老師 Counselor	系主任/所長 Chairman	院長 Dean	註冊組經辦 Registrar Division	註冊組組長 Registrar	教務長(或授權人) Dean of Academic Affairs	

會 簽 Countersign	生活輔導組 Division of Student Conduct and Housing Service	僑外輔導室 Division of Overseas Chinese	國際事務組 Division of International Affairs
		(僅僑生需辦理) Overseas Chinese students only	(僅外籍生需辦理) Foreign students only

簽核順序 Procedures :

導師/指導老師→系主任/所長→院長→生活輔導組/僑外輔導室/國際事務組→註冊組經辦→註冊組組長→教務長(或授權人)

Counselor→ Chair of Dept.→ Dean→ Division of Student Conduct and Housing Service / Division of Overseas Chinese / Division of International Affairs→ Division of Registrar→ Dean of Academic Affairs

1. 學生如因重病(持有健保局特約區域醫院證明書)或重要事故(附相關證明),經家長或監護人之同意,得申請休學。

A student whose reasons are serious diseases (with the medical evidence from special signatory clinic of NIH) or accidents (with the proof of serious accident) needs permission from parents or guardian to apply for suspension.

2. 申請休學應另備離校申請表,依規定辦妥離校手續(續申請休學者免),並將學生證繳回註冊組。A student who applies for suspension of schooling for the first time should also fill out "NCU Application Form for Leaving School", and return student ID card to Division of Registrar.

3. 因經濟不佳需休學者,請閱畢附件1『國立中央大學學生安定就學專案』,並填妥下方回執聯,連同休學申請表、離校申請表,一併送交註冊組辦理。

4. 休學手續應於校曆明訂之學期考試前辦妥。

The procedure should be completed before final exams scheduled on the school calendar.

5. 學生有下列情形之一者,應令休學:

The schooling should be suspended if a student is under one of the following conditions:

- (1) 學期中請假逾三分之一者;

The nonattendance is longer than one third of the semester.

- (2) 患病經健保局特約區域醫院以上證明六週內難於痊癒者;

The Medical evidence from special signatory clinic of NIH proves that students' illness is difficult to heal in six weeks.

6. 學生每次得申請休學一學期至二學年。休學累計以二學年為原則,期滿因重病或特殊事故等原因需再申請休學者,得酌予延長休學一年,但在休學期間應徵服兵役者,需檢具在營服役證明,申請延長休學期限,俟休學期滿檢送退伍令申請復學(服役期限不列入休學年限併計),期滿不復學者,以退學論。學生因懷孕、生產、哺育三歲以下子女得檢具相關證明文件,申請休學,其休學期間不列入休學年限,合計最多以四年為限。休學期滿,應檢附子女出生證明及相關證明文件申請復學。A student is able to apply suspension from one semester to four semesters (two academic years) each time. On principle, the maximum of the accumulated suspension is two-academic-years. For those who apply for longer suspension due to serious illnesses or accidents, one additional academic year is still possible beyond the two-year limitation. For those who have military duty during suspension, the proof of discharge is required for resuming the schooling after the expiration of military service. (The term of military service is not included in the period of suspension). If a student does not apply for resumption after the period of suspension, he/she is considered to be expelled. For those who apply for suspension due to pregnancy, childbirth, nurture of child less than age three, the relative document and certificate is required. The period of suspension due to the reasons above is not included in the period of suspension, and the maximum of sum is four years. When the period of suspension is expired, birth certificate and relative documents are required for resumption of schooling.

7. 休學期限屆滿前一個月,應自行向教務處申請復學,期滿不復學者,以退學論。

A student should apply for resumption of schooling one month before the deadline of suspension, if a student does not apply for resumption after the period of suspension, he/she is considered to be expelled.

8. 逾期未註冊,亦未於規定期間請准休學者,應令退學。

A student will be expelled if he/she neither completes the procedure of registration on time nor apply for the suspension within regulated period.

9. 休學如合於退費規定者,於核准休學後十日內向註冊組辦理退費手續。

If a student is suspended from the university and meet the regulations of refund, he/she can go through the refund procedure at Division of Registrar in ten days after the ratification of suspension.

國立中央大學學生安定就學專案

如果您是因為個人或家庭經濟因素而考慮休學，建議您可洽詢學務處（校內分機 57200）

透過下列各項措施，以協助您順利完成學業。

	措施名稱	內 容
1.	一般生活學習金 A 類	鼓勵學生以工讀方式，申請一般生活學習金（不限中低收入戶），上限為學費與雜費之總額，每小時 100 元，每月上限 5 千元，寒暑假期間得依工讀原則辦理，學務處安排工讀與調配時數。
	一般生活學習金 B 類	鼓勵學生以工讀方式，申請一般生活學習金（不限中低收入戶），以因應生活費，每小時 100 元，每月上限 5 千元，寒暑假期間得依工讀原則辦理，學務處安排工讀與調配時數。
2.	失業家庭子女補助	學生家長為非自願離職失業期間超過 1 個月以上，未逾 6 個月者，每學期補助 5 千元。
3.	就學貸款	若家庭年收入高於政府頒訂之中低收入家庭標準，但學生有其他特殊情況，可經學校認定申辦。
4.	生活學習獎助學金	中低收入戶學生工讀，每小時 200 元，每個月 5,000 元。
5.	急難救助金	學生遇有下列情形之一者，得申請請急難救助金： 一、家庭發生重大變故，致經濟發生困難者。 二、同學在學期間發生意外事件，急需經濟支助者。 三、其他急難事件，經認定急需經濟支助者。 補助金額額度由承辦單位視情況認定。

回執聯

學生姓名：		系級：		學號：	
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我已閱畢以上『國立中央大學學生安定就學專案』，並瞭解註冊組會將本人資料轉介

本校學務處，以利學校做後續聯絡追蹤。

學生簽名：_____，手機：_____

國立中央大學學生離校申請表
NCU Application Form for Leaving School

姓名 Name		學號 Student ID No.	
系所 Department		班(組)別 Group	
離校原因 Reason of leaving school	☐ 畢業 Graduation ☐ 休學 Suspension ☐ 退學 Withdrawal ☐ 其他 Others ()		
離校日期 Date of leaving school	年 月 year month		
核 准 Ratification	教學單位 Completed by the Department		行政單位 Administrative offices
	系所經辦 Processed by	系主任/所長 Dept. Chair	註冊組經辦 Registrar Division

*畢業生請到合作社辦公室辦理退社手續，並領回入社股金及利息。

● 會簽單位 Countersign Offices :

圖書館 Library 典閱組 Circulation and Collection Department		圖書館 Library 1 樓服務台 Information Counter at first floor	
● 清還借書與罰款請先上網查詢。Return books and pay fines. Please look it up on the Internet in advance		● 僅研究所畢業生需辦理。Graduate Students Only. ● 繳交畢業論文精裝乙冊與電子檔已審核通過之檢查。Submit a copy of hard cover of the well-bounded thesis and the e-file of thesis. And both have passed verification. ● 電子檔請先至網站http://thesis.lib.ncu.edu.tw繳交並確認已審核通過。Please confirm if the e-file has passed verification on http://thesis.lib.ncu.edu.tw	
事務組 Section of General Affairs	體育室 Physical Education Office	系所實驗室 Labs	
● 地點：行政大樓一樓 At the first floor of Administration Building ● 若為畢業生請先歸還學位禮服。Graduates should return graduation gowns first.	● 地點：依仁堂 1 樓 At the first floor of Yi-ren Hall	下列系所同學需辦理 Only needed for students from these departments: ● 物理系 Physics ● 化學系 Chemistry ● 生命科學系 Life Science ● 光電科學研究所 Optical Sciences ● 生物資訊與系統生物研究所 Bioinformatics and Systems Biology ● 化學工程與材料工程學系 Chemical and Material Engineering ● 資訊工程學系 Computer Science and Information Engineering ● 通訊工程學系 Communication Engineering ● 水文科學研究所 Hydrologic Science ● 環境工程研究所 Environmental Engineering ● 企管系 Business Administration ● 財金系（僅碩士、博士生需辦理）Finance (Graduate Students Only)	
僑外輔導室 Division of Overseas Chinese	國際事務組 Division of International Affairs		
● 地點：中正圖書館(舊圖)/學務處 2 樓 At the second floor of Zhong-zheng (old) Library / office of Student Affairs ● 僅僑生需辦理。Overseas Chinese Students Only.	● 行政大樓四樓 At the fourth floor of Administration Building ● 僅外籍生需辦理 Foreign Students Only		

簽核順序 Procedures :

教學單位→會簽單位（不必按序簽核）→行政單位

Department or college → Signature units (Don't need to countersign in order.) → Administrative offices