國立高雄師範大學 學生**休學**申請書(含離校手續)

Application Form Suspension of study

申請日期(Application Date)： 年(Y) 月(M) 日(d)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 姓名Name |  | 學號Student ID |  | 系別Department/ grade  | 系(所) 年級 |
| 學生身分別 | □一般生(General Student) □原民生 (**原住民身分學生須加會「原住民族學生資源中心」**)□公費生 (Government Financed Student) **(公費生須加會主計室)**□陸生 (Student from Mainland China) □僑生(Overseas Chinese Student) □外籍生 (International Student)  **(境外生辦理休、退學時，學校將依規定通報移民署)**  |
| 休學期限Duration/Date | □一學期one Semester 自(Starting from)\_\_\_\_\_學年度(Academic Year)第\_\_\_學期起(Semester) □一學年two Semesters自(Starting from)\_\_\_\_\_學年度(Academic Year)第\_\_\_學期起(Semester) |
| 休學原因Reason for Suspension  | □**論文未完成** (Thesis / Dissertation incompletion) 　□**經濟困難** (Financial difficulties)□**實習/工作需求** (Internship / Work needs)　　　　□**考試訓練** (Examination training) □**志趣不合** (Lack of interests) (含重考轉學) □**家務或照顧家人** (Caring for family)□**特殊因素經校長核准** (Special factors approved by the principal) □**適應不良** (Mal-adjustment)□**出國** (Going abroad) □**其他** (Others)： (Reason is required. Please be specific) □**病**(需附醫生證明) Illness (\*\*Attachment of doctor’s medical notes required)(下列三種請附證明，不計休學年限，未附者以其他因素計)□**兵役** (Compulsory military service) □**懷孕** (Pregnancy) □**育嬰** (Childcare) |
| 申請人 Applicant’s Signature | （簽名sign） | 聯絡電話 Phone |  |
| 通訊地址Address |  |
| 注意事項 | 1.**未成年者須經家長或監護人同意並附上同意書**。**原住民身分學生須加會「原住民族學生資源中心」**。2.請附貼足8元以上回郵信封一個，詳填可寄達之通訊地址。(不需休學證明書者免附)3.**註冊日後辦理休退學，請繳先交學雜費基數及學分費。**舊生需於當學期開學日前辦理**完成**，才可以免繳學費。4.符合退費規定者，請另填退還學雜費申請表連同繳費收據一起送。5.**休學期間若要參加學生團體保險者，於當學期公告繳費期限內至出納組繳費。若有疑問，請洽生活輔導組**。6.住宿保證金可隨時向生活輔導組申請退還。7.依大學法第26條及本校學則第25條規定：學生修讀學士學位修業期限為四年(即8學期)；修讀碩士學位修業期限為一至四年；修讀博士學位修業期限為二至七年。**休學期間不計入修業期限計算，申辦休學者務請留意修業期限是否符合法定畢業條件。** |
| **請親自或委託辦理 (續辦休學可郵寄申請)**  |
| 導師/指導教授Faculty advisor | 系所辦公室Department Office | 系所主管Department Chair |
| 1. | 2. | 3. |
| 學生輔導中心 Student Counseling Center | **原住民族學生資源中心**Indigenous Student Resource Center | 衛生保健組Health Center | 圖書資訊處Office of Library and Information Services |
| 4.晤談 (Consolation)活動中心 Activity Center (1F) |  4-1. **(限原民生)** 晤談 活動中心 | 5.確認健檢 (Health check)活動中心 Activity Center (1F) | 6.歸還借書及罰款繳清 (Book return and late fees cleared) |
| 出納組 Cashier Section | 課外活動組 Office of Student Affairs |
| 7.查詢繳清學雜費及學分費 (Tuition and fees)行政大樓Administration Building (2F) | 8-1助學貸款 (Student loan) | 8-2減免學雜 (Tuition wavier)活動中心 Activity Center (2F) |
| 國際事務處Office of International Affairs | 生活輔導組Section of Student Affair | 軍訓室Office of Military Instruction |
| 9. **(限境外生)**行政大樓南側Administration Building (9F) | 10.申請住宿(Application for dormitory)□有Y □無N行政大樓南側Administration Building (1F) | 11.兵役(限男生) 行政大樓南側Administration Building (1F) |

教務組承辦人 教務組組長 教務長

**2025年09月修訂**

未成年者須經家長或監護人同意並附上同意書

國立高雄師範大學**(大學部)**學生**休學**家長或監護人同意書

National Kaohsiung Normal University Undergraduate Application for Suspension of Status Parental (Guardian) Consent Form

學生 就讀於 學系 年級，因

Student , who majors in in year ，

wishes to suspension due to

□**病**(需附醫生證明) Illness (\*\*Attachment of doctor’s medical notes required)

□**經濟困難** (Financial difficulties) □**出國** (Going abroad)

□**實習/工作需求** (Internship / Work needs) □**適應不良** (Mal-adjustment)

□**志趣不合** (Lack of interests) (含重考、轉學)

□**考試訓練** (Examination training) □**家務或家人照顧** (Caring for family)

□**其他** (Others)：(Reason is required. Please be specific)

(下列三種請附證明，不計休學年限，未附者以其他因素計)

□**兵役** (Compulsory military service) □**懷孕** (Pregnancy) □**育嬰** (Childcare)

□本人同意其辦理 **休學**，自 學年第 學期起 □一□二 學期，特此證明。

I hereby consent to my child’s application of suspension from the □first □second semester in year\_\_\_\_\_.

此致

國立高雄師範大學National Kaohsiung Normal University

學生家長/監護人簽章:

Parent/Legal Guardian Signature：

聯絡電話(phone)：

日 期(Date)： 年YYY 月MM 日DD

(若有造假，願負一切法律責任)

(I am liable for any penalties should any information above be false.)

國立高雄師範大學 **申請休學** 退還學雜費申請表

National Kaohsiung Normal University

Tuition and Miscellaneous Fee Refund Request Form for Suspension of Status

申請日期(Application Date)： 年 月 日

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 學生姓名Name |  | 學號Student No. |  | 生日Birthday |  |
| 系級別 Class |  | 聯絡電話Phone |  |
| 依休（退）學申 請 日 期勾選一項Check one according to application date of suspension (withdrawal) |  | 1.註冊日前（免繳費）(若要參加學生團體保險者，請洽生活輔導組辦理)1.Apply for suspension or withdrawal before the registration day (inclusive): Full refund(Please contact the Guidance Department if you wish to apply for student group insurance.)  |
|  | 2.上課後第6週前（學生團體保險費不退費，其餘各費退還2/3）2.Between the 1st and 6th week of the semester (inclusive): Refund 2/3 of tuition and miscellaneous fees; insurance fee will not be refunded |
|  | 3.上課後第7週起至第12週止（學生團體保險費不退費，餘各退還1/3）3.Between the 7th and 12th week of the semester (inclusive): Refund 1/3 of tuition and miscellaneous fees; insurance fee will not be refunded |
| 擬 退 金 額（四捨五入）Amount Requested(Round decimals to the nearest whole number) | 大學部 | 學 費Tuition： 萬 仟 佰 拾 元整 |
| 雜 費Miscellaneous Fee： 萬 仟 佰 拾 元整 |
| 研究所 | 學雜費基數Basic Tuition and Miscellaneous Fees： 萬 仟 佰 拾 元整 |
| 學 分 費Credit Fee： 仟 佰 拾 元整 |
| 語言實習費： 仟 佰 拾 元整 |
| 電腦及網路通訊使用費Internet Access Fee： 佰 拾 元整 |
| 其他：Other: |  |  萬 仟 佰 拾 元整 |
| **總 計TOTAL： 萬 仟 佰 拾 元整** |
| 承辦單位 | 出 納 組 | 主 計 室 | 校 長 |
|  |  |  |  |
| 領 據 |
| 茲收到退還費用計新台幣 萬 仟 佰 拾 元整。（金額須大寫）此致 國立高雄師範大學 **具領人簽章**Applicant’s Signature： (簽名) |
| ※壹、貳、參、肆、伍、陸、柒、捌、玖、拾 (請參考) |
| 限本人帳戶Use your own account only□郵局Post Office：局號Post Office Computerized No 帳號Account Number □銀行Bank： 銀行Bank 分行Branch（金融代號： ）帳號(Account Number) 【非郵局或台銀帳戶另扣手續費用】(A processing fee will be charged if you use an account other than a post office or Bank of Taiwan.) |
| 身分證字號 |  | 地 址 |  |
| (收據正本請裝訂背面) receipt stickingplace |
| 1.請貼收據，不要貼繳費單或超商小白單。 2.無收據者，請自行上出納組網頁下載。3.修改處請簽名或蓋章。 4.有疑問請洽主計室。 |

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**專科以上學校學雜費退費基準表**

**Criteria for Tuition and Miscellaneous Fee Refund for Colleges and Universities**

|  |  |  |
| --- | --- | --- |
| **學生休、退學時間**Time of student’s suspension or withdrawal  | **學費、雜費退費比例**Proportion of refund (tuition and miscellaneous fee) | **備註**  |
| 一、註冊日（含當日）前申請休退學者 1.Applied for suspension or withdrawal on/before the registration day | 免繳費，已收費者，全額退費No need for payment. Students who have paid will receive a full refund.  |    |
| 二、於註冊日之次日起至上課（開學）日之前一日申請休、退學者 2. Applied for suspension or withdrawal between the day after registration and the day before classes start | 學費退還三分之二，雜費全部退還 The school will refund 2/3 of the tuition, and 100% of the miscellaneous fee. | 其採學分學雜費或學雜費基數核算者，退還學分費全部、學雜費基數（或學分學雜費）三分之二 Students whose fees are accounted per credit or tuition will receive a full refund of the credit fee, and 2/3 of tuition (or credit and miscellaneous fees). |
| 三、於上課（開學）日（含當日）之後而未逾學期三分之一申請休、退學者。**第6周(含)前**3. Applied for suspension or withdrawal before 1/3 of the semester has passed (6 weeks into the semester and earlier) | 學費、雜費退還三分之二 The school will refund 2/3 of the tuition and miscellaneous fee. | 其採學分學雜費或學雜費基數核算者，退還學分費、學雜費基數（或學分學雜費）各三分之二 Students whose fees are accounted per credit or tuition will receive a partial refund (2/3) of their credit fee and tuition (or credit and miscellaneous fees) each. |
| 四、於上課（開學）日（含當日）之後逾學期三分之一，而未逾學期三分之二申請休、退學者。**第7周至第12周(含)前**4.Applied for suspension or withdrawal before 2/3 of the semester has passed (the 7th to the 12th week of the semester) | 學費、雜費退還三分之一 The school will refund 1/3 of the tuition and miscellaneous fee. | 其採學分學雜費或學雜費基數核算者，退還學分費、學雜費基數（或學分學雜費）各三分之一 Students whose fees are accounted per credit or tuition will receive a partial refund (1/3) of their credit fee and tuition (or credit and miscellaneous fees) each. |
| 五、於上課（開學）日（含當日）之後逾學期三分之二申請休、退學者。**第13周起**5.Applied for suspension or withdrawal after 2/3 of the semester has passed (the 13th week and after) | 所繳學費、雜費，不予退還 Tuition and miscellaneous fees will *not* be refund. |  |
| 備註：一、表列註冊日、上課（開學）日及學期之計算等，依各校正式公告之行事曆認定之；學校未明定註冊日者，以註冊繳費截止日為註冊日。 二、學生申請休學或自動退學者，其休、退學時間應依學生（或家長）**向學校受理單位(教務處)正式提出休、退學申請之日為計算基準日**；其屬勒令退學者，退學時間應依學校退學通知送達之日為計算基準日。但因進行退學申復（訴）而繼續留校上課者，以實際離校日為計算基準日。 三、休、退學之學生應於學校規定期限內完成離校手續；其有因可歸責學生之因素而延宕相關程序者，以實際離校日為計算基準日。 四、各校不得於學校行事曆所定該學期開始日前預收任何費用。  |