

國立高雄師範大學 學生退學申請書(含離校手續)

Application Form Withdrawal 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	<input type="checkbox"/> 一般生(General Student) <input type="checkbox"/> 僑生(Overseas Chinese Student) <input type="checkbox"/> 外籍生(International Student) <input type="checkbox"/> 陸生(Student from Mainland China) <input type="checkbox"/> 公費生(Government Financed Student) (公費生須加會主計室) (境外生辦理休、退學時，學校將依規定通報移民署)				
退學期限 Duration/Date	自(Starting from) _____ 學年度(Academic Year)第 ____ 學期起(Semester)				
退學原因 Reason for Withdrawal	<input type="checkbox"/> 論文未完成(Thesis / Dissertation incompleteness) <input type="checkbox"/> 經濟困難(Financial difficulties) <input type="checkbox"/> 實習/工作需求(Internship / Work needs) <input type="checkbox"/> 考試訓練(Examination training) <input type="checkbox"/> 志趣不合(Lack of interests) (含重考轉學) <input type="checkbox"/> 家務或照顧家人(Caring for family) <input type="checkbox"/> 特殊因素經校長核准(Special factors approved by the principal) <input type="checkbox"/> 適應不良(Mal-adjustment) <input type="checkbox"/> 出國(Going abroad) <input type="checkbox"/> 其他(Others): (Reason is required. Please be specific) <input type="checkbox"/> 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) <input type="checkbox"/> 兵役(Compulsory military service) <input type="checkbox"/> 懷孕(Pregnancy) <input type="checkbox"/> 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	<p>1. 大學部請附家長同意書。</p> <p>2. 請附貼足 28 元以上掛號回郵信封一個，詳填可寄達之通訊地址。</p> <p>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。</p> <p>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。</p> <p>5. 住宿保證金可隨時向生活輔導組申請退還。</p> <p>6. 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。</p> <p>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。</p> <p style="color: red; text-align: center;">請親自或委託辦理 (續辦休學可郵寄申請)</p>				
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	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)	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 waiver) 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) <input type="checkbox"/> 有 Y <input type="checkbox"/> 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)			

2023 年 8 月修訂二層決行

教務處承辦人：

組長：

教務長：

國立高雄師範大學(大學部)學生退學家長同意書

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

學生 _____ 就讀於 _____ 學系 _____ 年級，因 _____
Student _____, who majors in _____ in year _____,
wishes to withdraw 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)

本人同意其辦理退學，自 _____ 學年第 _____ 學期起，特此證明。

I hereby consent to my child's application of withdrawal from the _____
year _____ . first semester in
second semester in

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 申請退學 退還學雜費申請表

National Kaohsiung Normal University

Tuition and Miscellaneous Fee Refund Request Form for Withdrawal 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 1 st and 6 th 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 7 th and 12 th 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					
<input type="checkbox"/> 郵局 Post Office: 局號 Post Office Computerized No. _____ 帳號 Account Number _____					
<input type="checkbox"/> 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 sticking place					
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。					

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 7 th to the 12 th 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 13 th week and after)	所繳學費、雜費, 不予退還 Tuition and miscellaneous fees will <i>not</i> 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。		