國立彰化師範大學 學生離校手續單  
National Changhua University of Education Student Departure Application Form

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| 學 號 Student ID No. |  | | 姓 名 Name |  | | | 系所 Department/  Institute | |  | | 年級 Year of Study |  |
| 離校日期  週次 Departure Date  Week | 年 月 日 (YYYY/MM/DD)  第 週 Week | | 離校原因 Reasons for Departure | □休學  Suspension of study  □退學Withdrawal  □畢業Graduation | | | **身分別**  **Status** | □一般生General student  □原住民Indigenous student  □僑生Overseas Chinese student  □外籍生Foreign student  □陸生Student from China  □其他Other | | | | |
| 離校後通訊處  Mailing Address After Departure |  | | | | | | 聯絡電話  Contact Number | | |  | | |
| **請至下列單位承辦人員核章(勿蓋單位圓戳)，完成後繳回註冊組。**  **辦理休/退學時，請將休/退學申請書於系所核章後併同本單繳回註冊組。**  **Please acquire the approval seals from the handling officer of the following units (the round stamp of the unit is not permitted) and return the form to the Registration Section.**  **When applying for suspension/withdrawal, please acquire the approval seals from the department/institute for the suspension/withdrawal application form and return it along with this form to the Registration Section.** | | | | | | | | | | | | |
| 系(所)  辦公室 Department (Institute) Office |  | | | 圖書與資訊處  (讀者服務組) Office of Library  & Information Services  (Reader Service Division) | | | 無欠書欠款 No outstanding book loans or payments | | |  | | |
| **繳平裝論文1本**  (須完成電子檔上傳且通過審核) **Submit 1 paperback copy of the dissertation**  (The electronic file upload must be completed and pass review) | | | (非碩博士畢業免辦)  (Not required for students other than graduating master's or PhD students) | | |
| 環境保護暨  安全衛生中心 Center of Protection & Occupational Safety and Health | (請見附註2) (See Note 2) | | | 校友服務中心  Alumni Service Center | | | 是否願意接受勞動部之就業服務 □Y□N Accept employment services of the Ministry of Labor  是否願意將資料回饋給學校 □Y□N Provide data feedback to NCUE  碩、博士生入學時是否為全職工作者 □Y□N Full-time worker upon admission as a master's or PhD student  (非畢業生免辦此項) (Not required for students other than graduating students) | | | | | |
| 國際暨兩岸  事務處  Office of International and Cross-strait Affairs | (不分身分別均須核章) (Approval seal required for all applicants regardless of status) | | | 體 育 室 Athletic Department | | |  | | | | | |
| 學務處  (原住民族學生原資中心)  Office of Student Affairs  (Indigenous Student Resource Center) | | | 非原住民族學生免辦此項 Not required for students who are not indigenous people | | | | | | | | | |
| **於上課第18週後離校，下列單位無須核章**  **The approval seals of the following units shall not be required for departure after the 18th week of the semester** | | | | | | | | | | | | |
| 學務處  (住宿服務組) Office of Student Affairs  (Housing Service Section) | 住 宿 Housing | | □有住宿(請核章)Yes, required □無住宿(無須核章)No, not required | | | | | | | | | |
| **於上課第13週(含)後離校，下列單位無須核章 The approval seals of the following units shall not be required for departure after the 13th week (inclusive) of the semester** | | | | | | | | | | | | |
| 學務處  (學生安全組) Office of Student Affairs  (Student Safety Section) | 平安  保險  Student Insurance | 已繳  保費 Paid | □已繳費  Payment completed  請見附註6(退學者如需退費，請至出納組辦理)。 See Note 6 (students withdrawing from school that require a refund should proceed to the Cashier’s Office). | | 未繳  保費 Not paid | □填寫放棄同意書：非本人辦理時，請通知申請人於10日內將紙本或電子檔寄送本室存證，逾時視同棄權。(表格請至學生安全組學生團體保險網頁下載) Fill out the waiver form: If the application is not processed by the applicant, please notify the applicant to send the printed copy or the electronic file to the Section as evidence within 10 days. Failure to do so within the prescribed time shall be deemed as a waiver of these rights. (Download the form on the student group insurance web page of the Student Safety Section) □補繳保費：請見附註6  Supplementary payment of insurance premiums: See Note 6 | | | | | | |
| 學務處  (生活輔導組) Office of Student Affairs  (Student Service Section) | 助 貸 Student Loan | | □有Yes □無No  有無助貸均須核章 Approval seal required regardless of student loan status | 總務處  (出納組)  Office of General Affairs  (Cashier Section) | | | 繳清(退還)學雜費及學分費  Pay off (refund) all tuition, miscellaneous fees, and credit fees | | | | | |
| 附 註  Notes | 1. 上列各單位或承辦人如有需要學生補其他手續時，請直接向學生說明，待辦妥後再於本離校手續單上蓋章。   If the aforementioned units or handling officers require students to complete other procedures, they should explain to the student directly and affix the seal on the Departure Application Form after the procedures are completed.   1. 化學系、生物學系、物理學系、光電科技研究所等系所研究生請洽環安中心辦理離校安衛環保管理確認手續。 Graduate students of the Department of Chemistry, Department of Biology, Department of Physics, and Graduate Institute of Photonics are required to complete the safety and health management verification procedures for school departure with the Center of Protection & Occupational Safety and Health. 2. 博、碩士畢業生請將論文摘要及全文PDF檔上傳至本校博碩士論文系統，並將平裝紙本論文送圖資處讀者服務組及教務處註冊組各1本。   Graduating master’s and doctoral students are required to upload the PDF files of the abstract and full text of the dissertation to the NCUE Electronic Theses & Dissertations System and deliver 1 paperback copy to the Reader Service Division of the Office of Library & Information Services and 1 paperback copy to the Registration Section of the Office of Academic Affairs.   1. 因退學或畢業離校者請將學生證送註冊組註銷。   Students who are departing from the school due to suspension or graduation are required to deliver their student ID to the Registration Section for cancellation.   1. 辦妥離校手續後方發給學位證書或相關證明。   Students must complete the departure procedures before the diploma or related certificates are provided.   1. 學期中途休、退學或提前畢業之學生平安保險不退費，保險效力上學期至1月31日，下學期至7月31日終止。開學即辦理休學者(未註冊繳費)如不參加保險，請至學生安全組填寫同意書，如**仍要參加保險者請依註冊程序繳交保險費**。繼續休學者，如未於註冊繳費期限內繳交保險費，視同棄權，不予受理。 The student insurance premiums for students who apply for suspension, withdrawal, or early graduation during the semester shall not be refunded and the insurance coverage shall be valid till January 31 for the first semester or July 31 for the second semester. At the beginning of new semester, students who apply for suspension (do not register or make payment) and do not wish to be included in the insurance policy are required to fill out the consent form at the Student Safety Section. **Students who still wish to be included in the insurance policy are required to pay the insurance premiums in accordance with the registration procedures**. If students continue the suspension of study and fail to pay the insurance premiums before the registration payment deadline, the students shall be deemed as having waived these rights and applications will not be accepted. | | | | | | | | | | | |