

退學作業

Guidelines for Withdrawal

主辦單位：教務處註冊組 Sponsor: Section of Registry

聯絡電話：Campus Phone 03-4227151 分機 Ext. 57115~57118、57122~57125

法令依據：本校學則第二十一、二十二、四十、四十二、四十四、四十五、四十六、六十條。

Study Regulations: Article 21, 22, 40, 42, 44, 45, 46, 60.

注意事項 Notes：

- 一、學生辦理退學離校手續，如在校修滿一學期以上，具有成績，其學籍並經審查合格且退學離校手續業已辦理完成者，始得申請轉學修業證明書及中、英文成績單。Students should complete the procedure of withdrawal and leaving school. Students who have already studied more than one semester, have their student status verified and have completed the procedure of leaving school, can apply for relevant documents for transference including Chinese and English transcripts, and other certificates.
- 二、開除學籍 Student status under following conditions will be expelled:
 1. 入學資格經審查不合格者，不發給有關修業之任何證明文件。No degree certificate will be conferred if the status of registration is ineligible.
 2. 學生所繳學經歷證件，如有假借、冒用、偽造或變造等情事，一經查明，即予開除學籍，除通知其家長或監護人外不發給與修業有關之任何證明文件。如在畢業後發現，勒令繳還畢業證書，並公告取消畢業資格。If students submit documents and certificates that are of counterfeiting, forgery, fraudulence and alteration, student status will be immediately invalid. No degree certificate will be conferred and custodians will be informed. If fraudulence is found after graduation, diploma must be returned and degree will be canceled and bulletined.
- 三、學生辦妥退學申請且未逾學期三分之二者得依退費標準辦理退費。Applicants may receive refund if the application for suspension is completed before 2/3 of the semester.
- 四、委託他人須附上 [1-01 學籍與成績業務申辦委託書](#)，受託人須出示身分證明文件以備查驗。Entrust others to go to the counter of the school to apply, please fill out the application form and attach the power of attorney([1-01 Letter of Authorization for the Submission of Registration and Achievement business Applications](#)). The trustee must show the proof of identity document for inspection.