

國立中央大學 函（稿）

地址：32001 桃園市中壢區中大路 300 號

承辦人：

電話：03-4227151 分機

傳真：03-4253752

電子信箱：

受文者：如正副本

發文日期：

發文字號：

速別：普通件

密等及解密條件或保密期限：

附件：

主旨：台端（學系：*****，學號：*****）因休學期限屆滿，本學期試辦「自動復學」作業，請依說明辦理註冊繳費或申請續休學，請查照。

Subject: Notice of Automatic Resumption of Studies Due to Expiration of Voluntary Suspension (Department: *** ; Student ID: *****)—Please Complete Registration and Tuition Payment or Apply for Extension of Voluntary Suspension as Instructed.**

說明：

Description:

一、自動復學說明：為簡化行政作業流程，本校***學年度第***學期試辦由教務處註冊組辦理「自動復學」。台端休學期限屆滿，本組將逕行更新學籍狀態，***年**月**日起為在學生，台端毋需填寫復學申請書，僅需依限完成學雜費繳費即視為完成註冊。

I. Automatic Resumption of Studies

To streamline administrative procedures, National Central University (NCU) will pilot an “Automatic Resumption of Studies” process for the first/second semester of Academic Year ****-****, administered by the Registration Division, Office of Academic Affairs. As your approved voluntary suspension has expired, your student status will be automatically updated to “resumed”, **effective from Month Day, Year (Day)**. You are not required to submit a resumption application. Registration will be deemed complete upon payment of the required tuition and fees by the prescribed deadline.

二、繳費單下載與繳費期限：

(一) 下載時間：請於 ***年**月**日 (***) 起下載學雜費繳費單。

(二) 下載路徑與繳費期限：

- 1、本校首頁右上方之中大 Portal 入口 → 便捷窗口 → 學費繳費單。
- 2、或至第一銀行「第 e 學雜費入口網」 → 選擇學校名稱 → 輸入學號及身分證後 6 碼。
- 3、繳費期限：請於 **月*** (***) 前完成。

II. Tuition and Fee Statement Download and Payment Deadline

1. Availability: Tuition and fee statements may be downloaded starting **Month Day (Day)**.

2. Download Methods and Deadline:

- (1). NCU homepage (top right) → NCU Portal → Quick Access → Tuition and Fee Statement.
- (2). First Bank “e-Tuition Payment Portal” → Select the University → Enter Student ID and the last six digits of your ARC number.
- (3). Payment deadline: **Month Day (Day)**.

三、續休學辦理規定：若需繼續休學，請務必先來電確認是否仍有休學期數。欲辦理者，須於 ***年**月**日 (四) 前填妥休學申請表並完成簽核程序，送達教務處註冊組辦理。

III. Application for Extension of Voluntary Suspension

If you wish to extend your voluntary suspension, please call in advance to confirm your remaining eligible leave period. Applicants must complete the Application Form for Voluntary Suspension, obtain all required approvals, and submit it to the Registration Division by **Month Day, Year (Day)**.

四、退學規定：逾期未完成註冊繳費手續者，亦未於規定期間請准休學者，將依學則第 42 條或第 60 條規定應予退學。

IV. Dismissal Policy

Students who fail to complete registration and payment by the deadline and who do not obtain approved voluntary suspension within the specified period will be dismissed in accordance with Articles 42 or 60 of the National Central University Study Regulations.

五、本校共同暑/寒休日：**月**日 (***)、**月**日 (***)。上開日期教務處全面暫停服務，請務必留意辦理時程，造成不便之處，尚祈見諒。

V. University-Wide Summer/Winter Closure Days

(This varies each year; please refer to the latest announcements on the Registration Division's website.)

The Office of Academic Affairs will be closed on **Month Day (Day)** and **Month Day (Day)**. Please plan accordingly. We apologize for any inconvenience.

六、相關疑問請洽承辦人：^{^承辦人^}，聯絡電話：(03)4227151 轉分機[^]，電子信箱：^{^email^}。

VI. Contact Information

Please contact the officer-in-charge if you have any questions.

Officer-in-charge: ^{^Officer^}; Tel: +886-3-422-7151 ext. ^{^Ext.^}; Email: ^{^email^}

七、本文英文說明請至教務處註冊組英文網頁→重要公文→01 復學 (For the English translation of this letter, please refer to the English webpage of the Registration Division → Important Official Letters → 01 Resumption of Studies)。

VII. English Version

For the English translation of this letter, please visit the Registration Division's English webpage → Important Official Letters → 01 Resumption of Studies.

正本：詳如學生名單

副本：詳如學系名單、國際處

會辦單位：

決行層級：第 層決行

國立中央大學

註冊組