

國立中正大學退學作業程序 National Chung Cheng University Withdrawal Procedures

<p>處 理 流 程</p>	<p>一、登錄網路離校系統：(由校園單一入口進入，申請後一個月內有效)： 目前休學中的同學辦理退學，免辦離校手續。 審核單位會於三個工作天內審核，請同學隨時上網查詢結果，除教學組以外的各單位審核通過後再進程序，若有單位審核未通過，同學請洽該單位瞭解、處理無誤後，請單位承辦人員線上更改審核結果。</p> <p>二、備妥退學申請文件：退學申請書、學生證。 委託他人辦理者，請另備學生本人親簽之委託書及學生本人之身分證影本，受託人則須攜有照片之有效證件供查驗。</p> <p>三、送相關單位審核。僑生、外國學生及陸生另加會國際事務處。</p> <p>四、教務處教學組核發退學同意函。</p> <p>Procedures:</p> <ol style="list-style-type: none"> 1. Log into CCU Leave System to apply for departure clearance (valid within 1 month after application.) Website: https://portal.ccu.edu.tw/sso_index.php - Student Online Exit The relevant divisions will approve your leave request within 3 working days. 2. Prepare the documents below: <ol style="list-style-type: none"> (1) Application Form for withdrawal (2) Student ID Card. <p>If the process is to be completed by an authorized person, please attach the Authorization Letter and a copy of your personal ID. The photo ID of the authorized representative must be presented.</p> 3. Submit your application form to the relevant departments for review. Note: Overseas Chinese, International student and mainland Chinese Student need submit application Form to the Office of International Affairs. 4. The Curriculum and Instruction Section issues the Withdrawal Approval Letter.
<p>作 業 注 意 事 項</p>	<p>一、退學退費由出納組統一辦理。</p> <p>二、退學當學期成績概不計算。</p> <p>三、退學生於本校有成績紀錄，可辦理修業證明，建議於辦理退學時一併向教學組申請。</p> <p>Notes:</p> <ol style="list-style-type: none"> 1. Refunds for the permanent withdrawals are all handled by the Cashiers' Section. 2. Grades for the semester of permanent withdrawal are not calculated. 3. Permanently withdrawal student who has Grades at least one semester in school can apply a Study Certificate. <p>*The Certificate of Studies is available in Chinese only.</p>
<p>使 用 書 表</p>	<p>表單均可從教務處網頁下載: 1. 退學申請書。2. 委託書(非本人辦理者)。</p> <p>All forms can be downloaded from the Office of Academic Affairs website.</p> <ol style="list-style-type: none"> 1. Application form for withdrawal 2. Letter of Authorization (if procedures completed by an authorized representative)