

國立中正大學休學作業程序 Suspension Procedures

處 理 流 程	<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）： 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、備妥休學申請文件：休學申請書、證明文件及個人身分證件。 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、教務處教學組核發休學同意函。</p> <p>Application procedure:</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 for Suspension Form (2) personal ID card and relative Certificate documentation. <p>If the process is to be completed by an authorized person, please attach 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 Suspension Approval Letter.
作 業 注 意 事 項	<p>一、新生入學當學期開學前辦理休學，須完成新生報到繳費註冊，惟不用登錄網路離校系統，亦不需參加健康檢查及英文能力檢測。</p> <p>二、開始上課當日起須先繳費註冊再辦理休學，所繳費用依退費標準由出納組統一辦理。</p> <p>三、休學期間成績概不計算。</p> <p>四、休學期滿復學者，無須辦理復學手續，請自行至本校「學雜費繳費專區」下載繳費單並依期限完成繳費註冊事宜；若需復學同意函，方須辦理復學申請。 若為新生，須於復學學期開學日前完成健康檢查，並繳交體檢結果至衛生保健組。</p> <p>五、欲提早復學者，須於復學學期開學二週前完成辦理復學申請。</p> <p>六、休學期間如兵役戶籍地有變更，請務必告知本校學生安全組，如於休學期間應徵服兵役者，請於復學時，持退伍令至學生安全組辦理儘後召集事宜。</p> <p>Notes :</p> <ol style="list-style-type: none"> 1. New admitted students who wish to suspend their studies must finish payment and registration. If they apply before the first day of classes, they don't need to log into the CCU Leave System, and they are excused from the health check and English test. 2. From the first day of classes onward, students must complete the payment and registration before applying for suspension. Only partial fees paid will be refunded in accordance with the refund regulations and handled uniformly by the Cashiers' Section. 3. All the grades during the suspension period will not be recorded. 4. Students who resume studies on schedule do not need to apply for reinstatement. They should download the Tuition and Fees slip online and complete payment within the deadline. Only if a reinstatement approval is required must they submit a reinstatement application. New students resuming studies after suspension must complete the health examination before the beginning of the semester and submit the medical report to the CCU Health Center. 5. Students who wish to resume studies earlier must complete the Reinstatement Application Form and submit it no later than two weeks before the start date of the intended semester.
使 用 書 表	<p>表單均可從教務處網頁下載: 1. 休學申請書 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. Suspension Application Form 2. Authorization Letter (if procedures completed by an authorized representative)