

# National Kaohsiung University of Hospitality and Tourism

## Student Leave of Absence Application Guideline

### 學生休學申請要點

105 年 9 月 22 日 105 學年度第 1 學期臨時教務會議修訂通過(修訂§2)  
Amended and approved by extraordinary academic affairs meeting on September 22, 2016(amendment §2)

一、凡學生欲辦理休學者，均依本要點規定辦理。

1. Students desiring to file for leave of absence all need to file for their requests per the guideline's stipulations.

二、申請休學者應親自填妥申請單上各項基本資料，先經導師、系主任同意後，並親自會辦申請單上相關單位，再將該申請單送至教務處，經核准後，始向離校手續單上所載相關單位辦理離校手續，最後並將學生證繳回註冊組，始完成休學手續。

2. Those applying for a leave of absence shall personally enter the application form's various basic data, which is first subject to the class counselor, department dean's consent, and also personally notifying the relevant units appeared on the application, and then submit sand application to the academic affairs office, and upon approved, may file for school departure formalities with relevant units state in the school departure formality form, and lastly also return the student badge to the registration and curriculum section, before the leave of absence formality is deemed complete.

三、休學離校手續應於七天內辦妥，逾期者視同申請無效。

3. The leave of absence school departure formalities shall be completed within seven days, and if exceeding the deadline, it is deed as an invalid application.

四、休學生應俟休學申請核准後始向總務處出納組辦理學雜費退費，並應檢附繳費收據正本。依教育部規定之退費標準如下：

4. Students on leave shall queue for their leave of absence application being approved before filing with general affairs office for tuition/bursar fee reimbursement, and shall also submit the fee remittance receipt in original. Per Ministry of Education regulations, the fee reimbursement standards are as follows:

(一) 學生於註冊日(含)之前申請休學者，應免繳費；已收費者，全額退費。

(1) Students applying for a leave of absence prior to the registration date (inclusive) shall be exempt of remitting the fees; if already collected, the full amount is reimbursed.

(二) 學生於註冊日之次日起至正式上課日之前一日申請休學者，退還學費三分之二、雜費及其餘各費全額退還。

(2) Of students applying for a leave of absence from the following day of the registration date to one day prior to the formal school commencement date, two-thirds of the tuition

are reimbursed, while the full amount of the bursar fee and the rest of various fees are reimbursed.

(三) 學生於正式上課日 (含)之後，而未逾學期三分之一申請休學者，退還學雜費及其餘各費總和之三分之二。

(3) Of students applying for a leave of absence after the formal class commencement date (inclusive) but not exceeding one-third of the semester, two-thirds of the sum of tuition, bursar fee and the rest of various fees are reimbursed.

(四) 學生於正式上課日(含)之後逾學期三分之一，而未逾學期三分之二申請休學者，退還學雜費及其餘各費總和之三分之一。

(4) Of students applying for a leave of absence after the formal class commencement date (inclusive but not exceeding two-thirds of the semester, one-third of the sum of tuition, bursar fee and the rest of various fees is reimbursed.

(五) 學生於正式上課日 (含)之後逾學期三分之二申請休學者，所繳各費，均不予退還。

(5) Of students applying for a leave of absence after the formal school commencement date (inclusive and exceeding two-thirds of the semester, the various fees remitted would not be reimbursed.

上述各時段均依本校行事曆計算，校外實習生以「實習開始日」為始日，半年實習以182天為總實習日數，退費依教育部規定之退費標準核算。

The foresaid various time segments are calculated per school administrative calendar, and off-campus intern students are to heed to the “internship commencement date” as the starting date, the semiannual internship heeds to 182 days as the total internship da count, with fee reimbursement to be actuated per Ministry of Education-specified fee reimbursement standards.

五、因故申請休學，以一學期為原則，實習生得申請一學期。延修生、實習生須於第二學期重修或補修學分者，第一學期得申請休學，免予註冊；註冊者至少應選一科目。

5. Applying for a leave of absence for some reason principally heeds to one semester, and intern students may apply for one semester. Deferred matriculating students, intern students who need to retake or retroactive matriculate credits in the second semester may apply for a leave of absence in the first semester, and are exempt from registration; those registered shall at least select one curriculum.

六、休學累計以二學年為原則，惟因重病、特殊事故無法及時復學者，經專案申請核准後，得再延長休學年限一年。

6. With cumulative leave of absence principally capped to two school years, but when unable to timely reinstate due to severe illness, extraordinary incident, and following a project-based application approval, may further postpone the leave of absence year cycle by one year.

所稱重病係指：

The foresaid described critical illness refers to:

- (一) 精神官能症：如妄想症、歇斯底里、過度的焦慮、憂鬱、精神分裂症等。
  1. Psychological functional symptoms: i.e. dementia, hysteria, excessive anxiety, depression, schizophrenia and the like.
- (二) 傳染病：如肺結核等。
  2. Communicable diseases: i.e. tuberculosis and the like.
- (三) 患有慢性嚴重疾病：如心臟病、癲癇、氣喘等。
  3. Contracting severe chronic diseases: i.e. heart disease, epilepsy, asthma and the like.
- (四) 重大手術與車禍後需長期休養。
  4. Undergoing major surgery and moving accidents requiring long-term recuperation.

所稱特殊事故係指：

The term extraordinary incident refers to:

- (一) 因公核准有案者。
  1. Those on official business as approved on file.
- (二) 家庭遭受不可抗拒之天然(意外)災害，或直屬血親發生特殊意外事故時。
  2. Those whose family encountering natural (accidental) incident of force majeure, or whose direct blood relatives encountering extraordinary accidental incidents.
- (三) 本人遭受意外傷害，行動受限制時。
  3. The student per se encountering accidental injury, with limited mobility.

七、凡休學期間應徵服役者，得於服役期滿後，檢附退伍證明文件，辦理復學，服役期間不受休學二學年之限制。

7. Those who respond to the military conscription during the leave of absence period may, upon completing the military service, subject the proof of discharge documentation, file for reinstatement, where the military service period is not restricted by leave of absence within two school years.

學生因懷孕或分娩，並持有健保局特約醫院以上出具之證明或因撫育三歲以下幼兒申請休學者，年限依學生懷孕、分娩或撫育三歲以下幼兒之需要而申請，休學期間不受休學二學年之限制。休學期滿，於註冊開始前，應檢附子女出生證明及相關證明文件申請復學。

Of students applying for a leave of absence due to pregnancy or gestation, and also hold proof of documentation issued by Health Insurance Administration-affiliated hospitals or higher or due to caring for young offspring up to the age of three, the year cycle is applied per the students' needs in pregnancy, gestation or caring for young offspring up to the age of there, with the leave of absence period unrestricted by leave of absence over two school years. When the leave period expires, prior to the registration, shall submit the offspring birth certificate and relevant proof of documentation to apply for study reinstatement.

八、休學學生應於休學期滿前一個月辦理申請復學，經教務長核准後，得於原肄業之系科（組）及相銜接學年或學期肄業。

8. Students on leave of absence shall file an application for study instatement one month before the leave period expires, and subject to the dean of academic affairs' approval before they may matriculate in the department (section) they initially matriculate and in an equivalent school year or semester.

九、學生休學期滿因故無法復學時，應予退學。

9. Students, when unable to resume their study at the expiry of their leave of absence period, shall be dismissed.

十、學期中途申請休學，除不可抗力之特殊事故外，最遲應於行事曆之期末考開始日前一週完成休學程序，逾期不得申請休學。

10. Applying for a leave of absence intermittently during a semester, except under extraordinary incident of force majeure, shall have the leave of absence formalities completed one week prior to the calendar's final examination beings at the latest, and no leave maybe applied when exceeding the cutoff.

新生及轉學生入學第一學期，須完成註冊手續後，始得申請休學。

New students and transfer students need to complete the registration formalities in the first semester following the admissions before they are eligible to apply for a leave of absence.

凡於學期註冊開始後申請休學者，須先行完成註冊繳費手續。

Those applying for a leave of absence after the semester registration begins need to first complete the registration and fee remittance formalities.

十一、本要點經教務會議審議通過，陳請校長核定後實施，修正時亦同。

11. The guideline is implemented upon surpassing the review of the academic affairs meeting, and declaring with the president for approval and finalization, and the same also applies to all subsequent amendments.